

Documentation

# xBit Digital Case Management

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# Installation

# System Requirements

## System requirements

Self-hosted xBit tenant requirements are dependent on the number of concurrent users, please see below how you can calculate your system requirements.

### Supported CPU architectures

- x86\_64
- amd64

### Supported Operating Systems (OS)

Below you can find the list of support operating systems where you can deploy xBit easily.

*Our crew is happy to support you with custom installations, if you can't find your OS in the list please reach out to [support@xbitdcm.com](mailto:support@xbitdcm.com) or open a request on our [support portal \(https://xbitdcm.atlassian.net/servicedesk/customer/portal/2\)](https://xbitdcm.atlassian.net/servicedesk/customer/portal/2) .*

#### Linux-based distributions

##### Recommendation

xBit crew recommends running xBit on Linux-based distribution thanks to the support

Platform	x86_64	amd64
CentOS	X	X
Debian	X	X
Fedora	X	X
Raspbian		
RHEL		
SLES		

Platform	x86_64	amd64
Ubuntu	X	X

### Microsoft Windows-based systems

- Windows 11 64-bit: Home or Pro version 21H2 or higher, or Enterprise or Education version 21H2 or higher.
- Windows 10 64-bit: Home or Pro 21H1 (build 19043) or higher, or Enterprise or Education 20H2 (build 19042) or higher.

#### Important

Windows Server dropped support for containerization so **xBit is not supported anymore above Windows Server 2019**.

### MacOS systems

- macOS must be version 10.15 or newer. That is, Catalina, Big Sur, or Monterey. We recommend upgrading to the latest version of macOS.
- VirtualBox prior to version 4.3.30 must not be installed as it is not compatible with Docker Desktop.

#### Warning

Supports Docker Desktop on the most recent versions of macOS. That is, the current release of macOS and the previous two releases. As new major versions of macOS are made generally available, Docker stops supporting the oldest version and supports the newest version of macOS (in addition to the previous two releases). Docker Desktop currently supports macOS Catalina, macOS Big Sur, and macOS Monterey.

## Minimal & Recommended requirements

### Microsoft Windows Server

Resource	Minimum capacity	Recommended capacity
CPU	2.4GHz 2-cores	2.8 GHz 4-cores
Memory	4 GiB	8 GiB

### Microsoft Windows Desktop

Resource	Minimum capacity	Recommended capacity

Resource	Minimum capacity	Recommended capacity
CPU	2.4GHz 2-cores	2.8 GHz 4-cores
Memory	8 GiB	16 GiB

### Other system requirements

The following hardware prerequisites are required to successfully run xBit on Windows 10 or Windows 11:

- 64-bit processor with Second Level Address Translation (SLAT)
- BIOS-level hardware virtualization support must be enabled in the BIOS settings. For more information, see [Virtualization](#).

### MacOS

Resource	Minimum capacity	Recommended capacity
CPU	2.4GHz 2-cores	2.8 GHz 4-cores
Memory	8 GiB	16 GiB

### Linux-based Server

Resource	Minimum capacity	Recommended capacity
CPU	2.4GHz 2-cores	2.8 GHz 4-cores
Memory	4 GiB	8 GiB

# xBit Installation Guide

## Installation guide

Please if you haven't read yet take a look at [System requirements \(https://docs.xbitdcm.com/installation/system-requirements/\)](https://docs.xbitdcm.com/installation/system-requirements/) before you start the installation procedure.

## xBit Installer

The xBit-Installer download provides a command Line (cli) tool for Windows and Linux users for setting up / upgrading xBit in their on-premise environments.

This tool will download the xBit Container image and create/update xBit containers in the onsite container runtime environment.

## Prerequisites

- TeelKey License file (License.teelkey) - Either downloaded via the xBit Customer Portal or obtained from xBit Support
- Container runtime environment
  - Windows
    - [Docker Desktop \(https://docs.docker.com/desktop/windows/install/\)](https://docs.docker.com/desktop/windows/install/)
  - Linux
    - [Docker Engine \(https://docs.docker.com/engine/install/\)](https://docs.docker.com/engine/install/)
    - [Docker Compose \(https://docs.docker.com/compose/install/linux/#install-the-plugin-manually\)](https://docs.docker.com/compose/install/linux/#install-the-plugin-manually)

## Install xBit

### Windows

- Create a directory `C:\teel_tech\installer`
- Copy `xbit_installer-3.14.latest.zip` to `C:\teel_tech\installer`
- Extract the `xbit_installer-3.14.latest.zip` file
- Open PowerShell
- Temporary set Bypass on ExecutionPolicy for allowing script execution. Provide 'Y' when prompted for input.

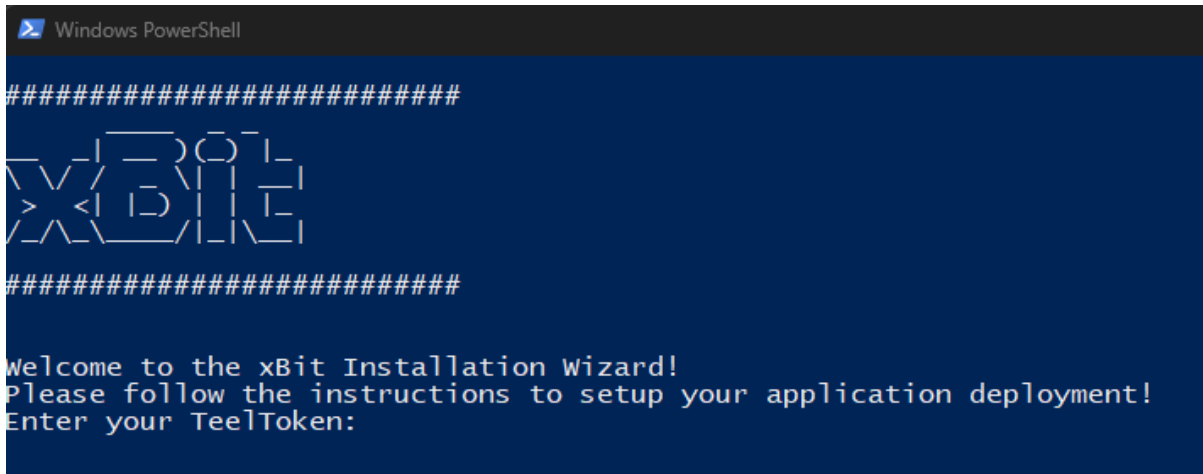
```
Set-ExecutionPolicy -Scope Process -ExecutionPolicy Bypass
```

- Run script



```
cd C:\teel_tech\installer\xbit_installer-3.14.latest\xbit_installer\windows\  
./installer.ps1
```

- Follow the instructions provided by the installer script.
  - Supply the Teel Token supplied with the Welcome Email.
  - Example Teeltoken: `1e317bf4-0b9e-4418-89c2-e50643a04c87`



```
Windows PowerShell  
  
#####  
xBit  
#####  
  
welcome to the xBit Installation wizard!  
Please follow the instructions to setup your application deployment!  
Enter your TeelToken:
```

- Once the TeelToken is validated, the installer will download the xBit Container images from the repository and start the xBit Service in Docker.
- Once the installation is completed, the installer will prompt the URL list to access the xBit Application.

```
#####  
Happy to inform you that the application installation process was successful!  
  
You can reach the application at:  
http://10.0.188.234:17543  
http://172.17.0.1:17543  
  
#####
```

If you need your IP and port number in the future: Navigate to your "xBit app" folder and open the "endpoint.txt" file. This can be shared.

## Linux / Mac

- Create a directory `$HOME/teel_tech/installer`
- Copy `xbit_installer-3.14.latest.zip` to `$HOME/teel_tech/installer`
- Extract the `xbit_installer-3.14.latest.zip` file
- Open a terminal
- Navigate to the script location and execute the installer script

```
cd $HOME/teel_tech/installer/xbit_installer-3.14.latest/xbit_installer/linux
sudo ./install.sh
```

- Follow the instructions provided by the installer script.
  - Supply the Teel Token supplied with the Welcome Email.
  - Example Teeltoken: 1e317bf4-0b9e-4418-89c2-e50643a04c87

```
#####  
  
#####  
  
#####  
  
Welcome to the xBit Installation Wizard!  
  
Please follow the instructions to setup your application deployment!  
  
Enter your TeelToken then hit [ENTER]: █
```

- Once the TeelToken is validated, the installer will download the xBit Container images from the repository and start the xBit Service in Docker.
- Once the installation is completed, the installer will prompt the URL list to access the xBit Application.

```
#####
Happy to inform you that the application installation process was successful!

You can reach the application at:
http://10.0.188.234:17543
http://172.17.0.1:17543

#####
```

Please copy this address out for continued access.

## Support Contacts

**EMAIL:** [support@xbitdcm.com](mailto:support@xbitdcm.com)

**PHONE: +1 (203) 293-6409**

# Cloud Installation

## From Air-Gapped Labs to the Cloud: The Evolution of Digital Forensics

### Traditional Model: Air-Gapped Digital Forensic Labs

For years, digital forensic workflows operated within air-gapped environments—physically isolated labs without internet access. This model was designed to:

- Ensure absolute data security by preventing any external access.
- Comply with strict evidence integrity requirements.
- Minimize risk of contamination, malware, or tampering.

While effective for high-assurance evidence handling, these air-gapped environments came with significant trade-offs: Limited scalability and access.

- Inflexible collaboration, often requiring physical presence.
- Time-consuming evidence transfers and analysis delays.
- High cost of maintaining secure infrastructure.

### The Shift to Cloud-Enabled Forensic Operations

Today's investigative landscape is more distributed, data-heavy, and time-sensitive than ever. Modern platforms like xBit Digital Case Management are helping agencies transition to secure cloud-hosted environments through Amazon Web Services (AWS) without compromising evidential integrity.

#### **Secure, Compliant, and Cloud-Ready**

**AWS GovCloud** xBit is available on AWS GovCloud (US), providing a secure, compliant environment purpose-built for U.S. government agencies.

**SOC 2 Type II Assurance** xBit's cloud infrastructure complies with SOC 2 Type II security controls (audited by an independent third-party accredited company), ensuring rigorous controls over data security, availability, and confidentiality. This independent auditing standard gives agencies confidence that digital evidence and case data are protected against unauthorized access and tampering.

### How the Cloud Preserves Integrity & Enhances Forensics

Modern cloud environments now offer:

- Encryption at rest and in transit
- Granular access controls
- Immutable storage options for evidence preservation

The result is a secure, scalable, and accessible forensic infrastructure that supports modern investigative demands—while still honoring the principles of traditional lab-based forensics.

## Advantages of Cloud Hosting for xBit

### 1. High Availability & Reliability

Cloud platforms offer uptime guarantees (often 99.9%+), reducing risk of outages.

Built-in redundancy and automated failover protect data and access.

Enterprise-grade security (encryption at rest and in transit, identity management).

### 2. Remote Access

Investigators, analysts, and administrators can access xBit securely from anywhere.

Cloud enables remote and field use, giving investigators secure access to case data directly from tablet devices.

Ideal for multi-agency collaborations, field investigators, or remote teams.

### 3. Lower IT Overhead

No need to maintain physical servers, networking, or security patching internally.

Cloud providers manage hardware failures, OS updates, backups, and network security.

Agencies using cloud-hosted xBit can set a default update day, allowing system updates and enhancements to be rolled out with minimal disruption to ongoing investigations.

Once onboarded to the cloud, xBit can be configured to send automated email notifications using Amazon Simple Email Service (SES). This secure, AWS-hosted SMTP service is fully managed by our team. All the customer needs to do is select a sender email address ending in @xbitdcm.com (e.g., agencyname@xbitdcm.com). It's a seamless, reliable way to keep users informed with real-time updates from xBit.

### 4. Faster Deployment

Get up and running in hours, not weeks.

Bug fixes, patches, and feature enhancements can be rolled out seamlessly.

### 5. Disaster Recovery & Backups

Automated backups and regional redundancy protect against data loss.

Cloud disaster recovery plans are often included or easily configurable.

### 6. Scalability

Easily increase resources (CPU, RAM, storage) as case volume or agency usage grows.

No downtime or procurement delays when scaling.

# Getting Started

# General

## Getting Started with xBit Digital Case Management Guide

Welcome to the xBit Digital Case Management Guide, your go-to resource for unleashing the full potential of digital investigations with xBit. Whether you're a seasoned investigator or just beginning your journey into the world of digital case management, this guide is designed to assist you every step of the way.

xBit is more than just a software solution; it's a powerful tool that streamlines the process of managing digital investigations, making them more efficient, effective, and accessible. With xBit, you'll have the capability to enhance your investigations, collaborate seamlessly, and make well-informed decisions.

This comprehensive guide covers a range of crucial topics to help you get started with xBit:

**Installation Guide:** If you haven't already installed xBit, here are the instructions for Windows, Mac, and Linux systems.

**Important Settings:** Please look at these settings. They may be critical depending on your agency's requirements.

**User Management:** Discover how to set up and manage user accounts, control access, and maintain a secure environment for your investigations.

**Form Builder:** Explore the flexibility of xBit's Form Builder, allowing you to create custom forms tailored to your specific needs. Capture the data that matters most to your cases.

**View Configuration:** Learn how to configure personalized views, enabling you to select the data you want to see at a glance. This feature streamlines your analysis and management tasks.

**Lab Submission Requests:** Simplify the process of submitting evidence for analysis with xBit's Lab Submission Requests. It ensures your evidence reaches the right hands promptly, making your investigations more efficient.

**List Manager:** Some of the default options for dropdowns within xBit may not be appropriate for your agency/organization or you may want to use your own verbiage.

As you delve into the depths of this guide, you'll gain valuable insights and step-by-step instructions, empowering you to optimize your workflow and make the most of xBit's capabilities.

# Setup Page

## The Setup Page

The screenshot displays the 'Setup Page' with two main sections: 'New Agency' and 'New User'. The 'New Agency' section includes fields for Agency Initials (ABCSD), Agency Name (ABC Sheriff's Office), Agency Phone (123 456 7890), Address (123 Main Street), City, State, Zip, Timezone (Abidjan - 20:49 (E 49 pm)), .teelkey Serial License File (Choose File), and Agency Logo (Choose File). The 'New User' section includes fields for First Name (John), Last Name (Doe), Email (john.doe@abc.com), Phone (123 456 7890), Role (ADMIN), Password, and Confirm Password. Below these forms is a scrollable area for the 'END-USER LICENSE AGREEMENT FOR XBIT DIGITAL CASE MANAGEMENT SOFTWARE', which contains legal text and a 'Submit' button. A note at the bottom right of the agreement area states: '\* By clicking submit, you are accepting the license agreement.'

1. Complete the setup page by entering the agency credentials you wish to use
2. Next to .teelkey Serial License File, click Choose File and browse to where you saved your License.teelkey

If you are unable to locate your License.teelkey file, you can download it by logging in to the Customer Portal (<https://portal.xbitdcm.com>) and browsing to the Lab Network with Internet Access page.

1. Set your local time zone (quick type CH for Chicago, DE for Denver, LOS for Los Angeles, NEW for NYC, etc)

Note: The password entry in the New User screen is not supplied. Please utilize strong passwords to create your user accounts. At least 8 characters (max of 32). **REMEMBER THIS PASSWORD!**

- a lowercase letter,
- an uppercase letter,
- a number,
- a special character from this set: /\_~%#@&?!\$£=+-^\*.,;:'"\
- You will be prompted to login with the newly created user account.
- If you did not upload the .teelkey license file and observe a red bar stating your license is expired. Select Admin in the top main bar
- Select About/Settings (on bottom of dropdown menu).

# Important Settings

## Important settings

These can be found in the menu by going to Admin > About / Settings

### Iso / IEC / ANAB Settings

Out of the box, xBit fulfills the following accreditation guidelines:

- Allows Administrators to set Mandatory Case Review (optional) for Peer Review and/or Admin Review for compliance with ANAB Document 3125 and ISO/IEC 17025:2017 Accreditation Guidelines.
- Set case to "Pending Review" to prevent any further changes/additions until approved or rejected (Section 7.5.1.4).
- View a comprehensive audit of all activity in the database (user logins, attempts to login, data entries, etc.) with date and time stamps (7.5.1).

The only guideline that isn't set is: \* Track technical records/notes related to investigations in a permanent manner (7.5.1.4, 7.5.2).

This simply requires that you can't edit memos.

To set whether xBit needs to fully conform to ISO/IEC 17025:2017, ANAB AR 3125 lab certification and disable memo editing, navigate to Admin > About/Settings > Conform to ANAB 17015-2017 and select the Yes option to comply.

### SORN Compliance

Agencies/organizations that must certify SORN compliance can remove personal identifying information (PII) fields. To Enable SORN compliance, navigate to Admin > About / Settings > Enable Sorn and select Yes.

### Set Up SMTP

We highly recommend you set up SMTP, especially if you are on a local network. SMTP setup is important because it allows you to:

- Reset your password if you have forgotten or lost it (if you are the sole admin, you will need to contact support to reset your password)
- Send out email notifications
- Create logins for external users submitting lab requests where you can save your work

To set up SMTP, go to Admin > About / Settings > EMAIL



# Optional Settings

## Optional Settings

These xBit features offer configurability to assist with those differing needs of organizations.

### Set Case ID Settings

By default, xBit requires users to enter the case ID manually when creating a case. If your agency has a standard naming convention, xBit can generate case numbers instead of having examiners enter them manually. Visit the Auto CID section in the Admin section of this guide for complete information.

To turn Auto Case ID on, go to Admin > About / Settings.

To setup Auto CID, Select Yes and Submit. The page will refresh and now a hyperlinked "Auto CID" option will appear. Alternatively, navigate to Admin ->Auto CID (will not be visible until the yes option is Submitted).

### Add Departments and Units

Visit the Departments / Unit section in the Admin section of this guide for complete information.

You can access by clicking on Admin in the top Navigation bar and then Departments/ Units. This dropdown will appear when noting an Expense and on the Lab Submission form. Create categories for the Type of agency this is associated to or create new Department/ Units.

### Asset Manager Configurations

Visit the Asset Manager section in the Admin section of this guide for complete information.

Asset Manager can be found on the top navigation bar. The Asset Manager has been improved to include Filters and the ability to add non-licensed users as asset holders.

# Managing Read-only Users

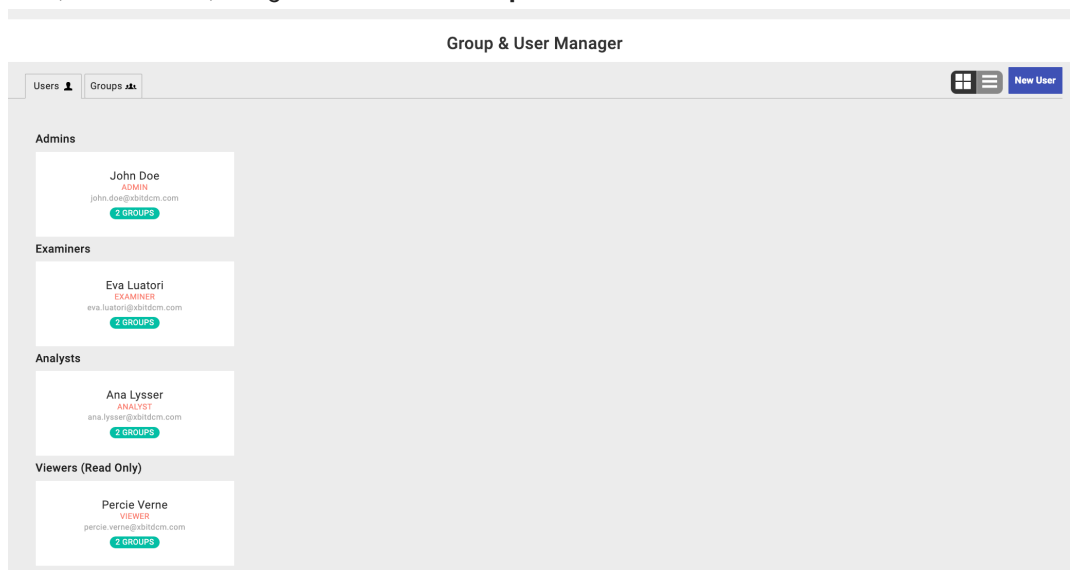
Managing access to sensitive information while maintaining transparency is a critical balance for any organization. For agencies, ensuring that clients, stakeholders, or team members can easily access project updates and data without risking unintended edits or changes is a top priority. This is where view-only user roles come into play.

View-only users can access and review important information without having the ability to modify it, offering a safe way to keep everyone in the loop. Whether you want to share reports, dashboards, or project progress, adding view-only users ensures you can maintain control over your data while still fostering collaboration and accountability.

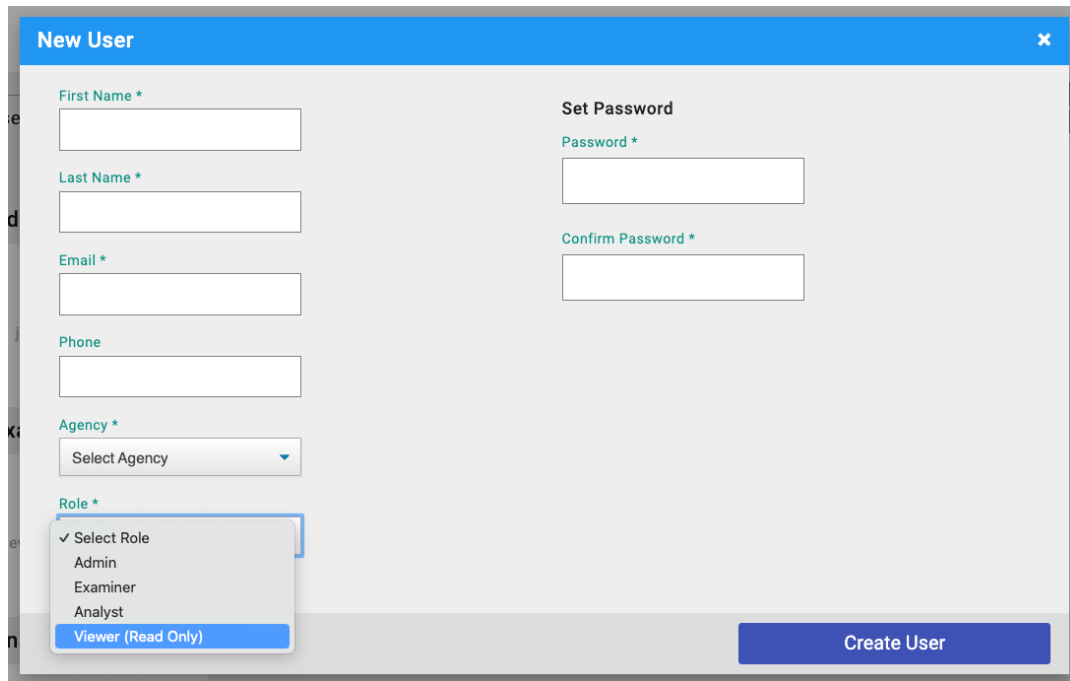
This guide will walk you through the benefits, best practices, and step-by-step instructions for implementing view-only user roles in xBit. Whether you're looking to streamline internal processes or improve client communication, this approach can help you enhance transparency, protect data integrity, and improve overall efficiency.

## Adding View-Only Users

First, as an admin, navigate to **Admin > Groups / Users**.



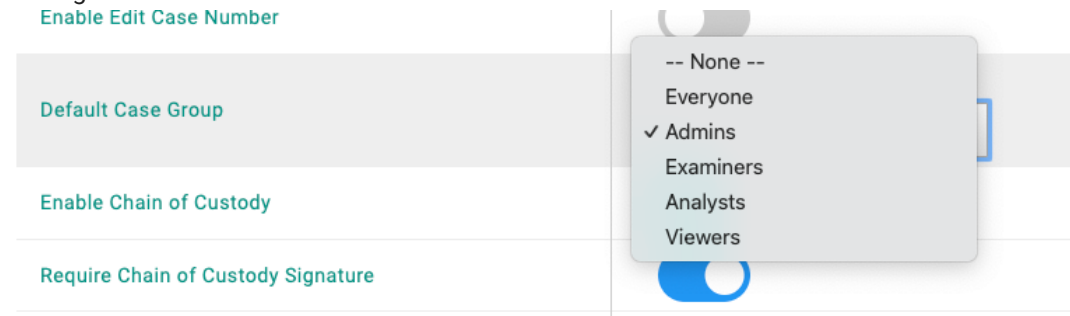
Click on **New User**.



Create a new user with the Role set to **View (Read Only)**. You can have as many of these users as you like regardless of the number of active users allowed in your license.

## Set Default Permissions

When creating a new case, there is a default group that is set that can see the case. You can adjust the group in your settings.



When first setting up xBit, this should be set to Admins. We advise, if you want to prevent read-only viewers from accessing cases they shouldn't, that you have this setting on Admins Or Examiners. **DO NOT SET IT TO EVERYONE OR VIEWERS.**

Please note: You will need to ensure that all previous cases are not set to **Everyone** or **Viewers**. If you have a large number of cases that need to be retroactively set, please contact us.

## Adding a Viewer to a Case

When creating a case you can add a viewer to the case.

New Case

Create Case

Case Information

Case ID \*

Internal CID

Enter Internal CID...

Priority

Please Choose

Additional Case / Docket Number

Enter Additional Case / Docket Number...

Deadline

Deadline Date

Enter Deadline Date...

Deadline Reason

Please Choose

Request Date \*

Enter Request Date...

Requester

Title

Enter Title...

Full Name

Enter Full Name...

Agency \*

Please Choose

Suspect / Victim

Suspect

Full Name

Enter Full Name...

Address

Enter Address...

Email Address

Enter Email Address...

Phone Number

Enter Phone Number...

DOB

Enter DOB...

Height

Enter Height...

Weight

Enter Weight...

Eye Color

Enter Eye Color...

Gender

Female

Male

License Number

Enter License Number...

Victim

Case Permissions & Assignments

Who can see this case?

Admins

John Doe

Choose

Case Permissions for Analysts and Viewers

You can make this case Read Write (for Analysts only), Read-Only or Hidden

Analyst Case Permission:

ReadWrite

Viewer Case Permission:

Read Only

Select Choose.

Case Permissions

Case ID: TBD

Primary Case Assignment

Please choose

Choose who can access this case

Groups

Everyone

4 USERS

Admins

1 USER

Examiners

1 USER

Analysts

1 USER

Viewers

1 USER

Users

Ana Lysser

ANALYST

Eva Luutori

EXAMINER

John Doe

ADMIN

Percie Verne

VIEWER

Admins

John Doe

ADMIN

John Doe

ADMIN

Percie Verne

VIEWER

Save

Select the viewer you would like to include.

You can also get the same user selection screen after a case is made on the case dashboard.

Case Dashboard: KJH-123

ACTIVE

NewDashboardStatusEvidenceMemosExpensesUploadsReportAudit

Case Overview

Uploads

Evidence (1)

SortNew Evidence

Canon t4i

ASSIGNED TOUNASSIGNED

Case Information

Edit

REQUEST DATE

08/29/2024

Requester

ABC Sheriffs office

Offense Information

Auto Theft

Case Assignment & Permissions

Who can see this case?

Admins

John Doe

Choose

Permissions

Analysts have Read/Write access

Viewers have Read Only access

Edit

Memos

Expenses

20

Select **Choose** on the right-hand sidebar.

## Advanced Features

# Report Builder

## Custom Case and Evidence Views

This section has a video available. [Click here to view.](https://www.youtube.com/embed/Hv-eh0jc2-c) (https://www.youtube.com/embed/Hv-eh0jc2-c)

Get the details you need at a glance! You now have the ability to display any fields within your case manager. Add, remove, and rename any columns and customize the fields within those columns. You can set whether those fields can be used to sort or filter results.

Add multiple views that may be useful for different users and different purposes.

## Table View Manager

Access by navigating to Menu > Admin > Table View Builder

### Table View Builder

[New View](#)

VIEW NAME		ENTITY TYPE	
<b>Case Manager</b> Default Case Listing <b>DEFAULT VIEW</b>	12/20/2022 12:56:06	CASE INFO	<a href="#">Preview</a> <a href="#">Copy</a> <a href="#">Delete</a>
<b>Evidence Image View</b> Evidence view that contains thumbprint list of uploaded files and images.	05/10/2023 15:46:01	EVIDENCE	
<b>Evidence Manager</b> Default Evidence Listing <b>DEFAULT VIEW</b>	12/20/2022 12:56:05	EVIDENCE	
<b>Forensic Software View</b> Evidence view that contains list of Forensic Software used for the evidence.	05/10/2023 15:46:02	EVIDENCE	

1. Click on any view to edit that view.
2. The Default View tag denotes that the view is the view you see when you go to case / evidence manager. You can change the view within each manager.

## Evidence Manager

FILTERS:

Case Status: Active x

Evidence Status: Active x

View

Evidence Manager ▼



Bulk Actions ▼

1. Preview will take you to the case / evidence manager with that view set. Copy will duplicate the view where you can change it into a distinct but similar view. Delete will delete the view.

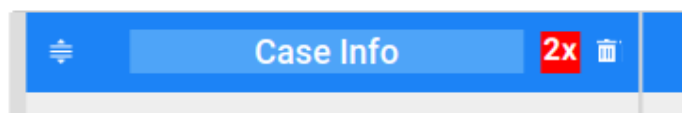
## Edit View

**Table View Builder: Case Manager** DEFAULT VIEW + 📊 🗑️

Case Info View Name:  Description:  Preview Add Columns

Case Info	Deadline	Case Accessible To	Offense Info
<div>Case ID </div> <div>Additional Case / Do... </div> <div>Case Date Added </div> <div>ACTIVE </div> <div></div>	<div>Deadline Date </div> <div>Deadline Reason </div> <div>DUE SOON 3 days </div>	<div>JOHN DOE </div> <div>Jane Bohr</div> <div>Torsten Gellinek</div>	<div>Case Type</div> <div>Offense Date</div> <div>ICAC</div>

1. Click the sort option icon to set whether sort is available as an option for that field. Not all fields will have a sort option such as a group of users.
2. Click the filter icon to set the filter setting. The pinned setting will have the filter easily viewed pinned to the top of your filters. The plus setting will have the filter be found under the More Filters tab for filters.
3. Next to each field you will find the edit and delete buttons. Click on the delete button to delete a field and the edit icon to open the edit side menu.
4. Click the plus icon to add new fields to a column.



Hover over the title to unveil some column settings

1. Click and grab the drag icon to rearrange columns.
2. Rename the column and adjust the font size.
3. Click the delete icon to delete the column.





Preview

Add Columns

1. Click Preview to be taken to the case / evidence manager with that view set
2. Add columns to the current view
3. Create a whole new view
4. Create a new view copied off of your current view
5. Delete the current view

## Case filters

FILTERS: Case Status: Active x Case Date Added: 01/01/2021 to 11/01/2022 x

5 Filter 2 Search Display 10 Clear

### Filters

1

Pinned Filters

2

Agency Name Case Accessible To Case Is High Priority Case Primary Assignment Case Status Case Type Deadline Reason ICAC

Any Anyone All Anyone Act 3 All All All All

More Filters 4

From any of the fields you include in the case manager, you can set filters for values found within those fields.

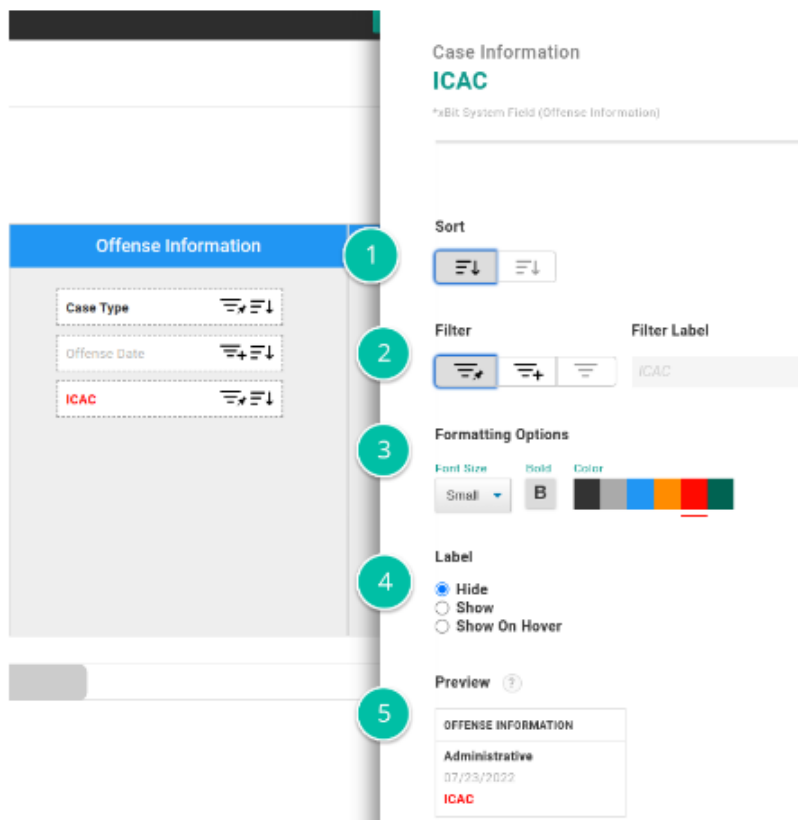
1. These are your currently set filters
2. These are your pinned filters and are seen above More Filters.
3. Blue filters indicate the currently set filters
4. Show more filters that have been designated with the + sign.
5. The filters button shows and hides the filters. The number indicates the number of filters set.

Once you have your filters set you will see them when you hover over a column name in the case and evidence manager.

CASE INFO	DEADLINE	CASE ACCESSIBLE TO	OFFENSE INFORMATION	REQUESTER	SUSPECT	VICTIM	EVIDENCE
KH-123		Kent Hoffman					
07/06/2023 12:26:26							
ACTIVE							

## Edit Field Sidebar

1. Another place to set Sort mode on or off. It will be disabled if filter is not available to this field.
2. Another place to set filter. It will be disabled if filter is not available to this field.
3. Stylize the fields as you please. Increase or decrease emphasis on fields with font size, font weight, and color.
4. Choose whether a field has a label shown, hidden, or revealed on hover.
5. Get a preview of what the column will look like in real time.



In Table View Builder, If you decide to show labels for a field, you get the option of whether to display a label above or below a field.

### Label

- ☐ Hide  
☒ Show  
☐ Show On Hover

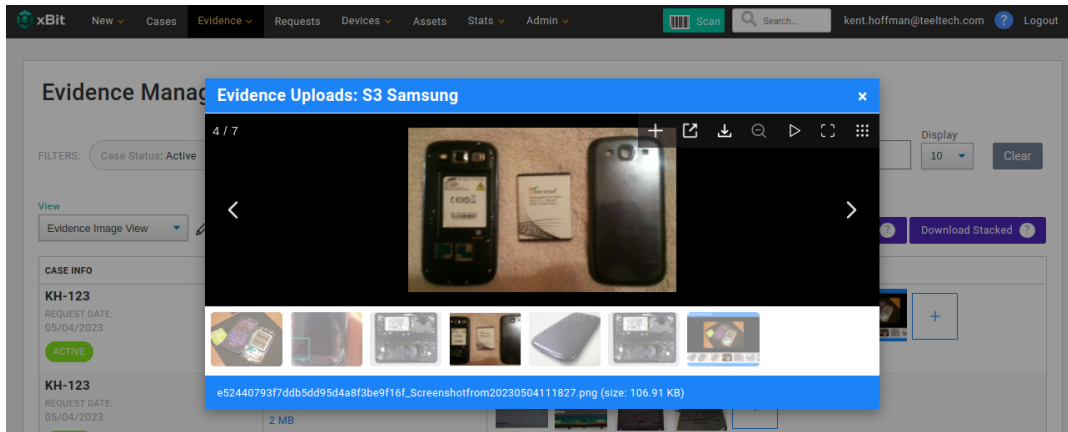
### Label Alignment

- ☐ Left  
☒ Top








## Add Field Sidebar

1. Select all or deselect all fields
2. Click the checkbox to select or deselect fields
3. Add Items to a column





You can now get a preview of the images of your evidence in the evidence manager. Select any of the thumbnails to view the image featured in the gallery. You can click on any thumbnail at the bottom to switch the image. You have the following additional functionality in the top right of the gallery:

-  Add a new Upload
-  Open the current image in a new tab
-  Download the current image
-  Toggle the zoom level
-  Toggle a slideshow - this will change the image every 3 seconds
-  Toggle Full Screen Mode
-  Toggle thumbnails - This will show / hide the images at the bottom.

To add the Evidence Image Gallery to an evidence view, simply add it from the Table View Builder like any other field.

## Add Columns



Chosen items below will create ONE column for each field.

Search:



Custom Field

Add Columns

Select All

Unselect All

### EVIDENCE WIDGETS

Evidence Image Gallery



## Forensic Software View

The **Forensic Software View** includes the Forensic Tools Widget added in 3.7. Hovering over the tool will display what version is used and clicking on the tool will bring you to the evidence's Tools Used tab in the Evidence Dashboard.

### Evidence Manager: Forensic Software View

FILTERS: Case Status: Active x

Filter / 1

Search

Display

Clear

View

Forensic Software View

Bulk Actions

Total Results: 2

Previous

Page: 1 of 1

Next

Download Flat

Download Stacked

CASE INFO	DEVICE INFO	FORENSIC TOOLS
<b>KH-123</b> REQUEST DATE: 05/04/2023 <b>ACTIVE</b>	<b>S3 Samsung</b> Mobile Phone 2 MB	<div>Cellebrite Premium</div> <div>GrayKey</div> <div>+</div>
<b>KH-123</b> REQUEST DATE: 05/04/2023	<b>Lenovo Thinkpad</b> Laptop 2 MB	<div>Encase</div> <div>FTK Imager Version 4.7.1.2</div> <div>XRY</div> <div>+</div>

# Evidence Reviews

## Evidence Reviews

This section has a video available. [Click here to view. \(https://www.youtube.com/embed/x\\_1vRy77Qrw\)](https://www.youtube.com/embed/x_1vRy77Qrw)

The xBit team has introduced a robust system of reviewing individual pieces of evidence.

This multi-tiered system allows the user to have complete control over their review process. It is easy to see what the status of the requested reviews of all evidence items are. It is interactive with ability to comment on a review, receive feedback, and get notifications when progress has been made.

This system enables your organization to fulfill any review requirements you may have.



Admins can enable evidence level reviews in **About / Settings** in the **Evidence Reviews** tab. They are not enabled by default.

### Evidence Reviews:

xBit offers **two levels** of Reviews.

- Enable and customize **Level 1** to allow **all active users** of xBit to review evidence.
- Enable and customize **Level 2** to allow **ADMINs ONLY** to review evidence.


**PLEASE NOTE:** Changes here will only apply to non-started reviews.

**Review Level 1**

ADMINs, EXAMINERs & ANALYSTs can review.

**Give the Review Level a name**

REVIEW LABEL

Technical

**Assign Default Reviewers**

Default reviewers will automatically be assigned as a Requested Reviewer when evidence is created.



**Choose**

☒ Brad Buckley  
☒ Dave Russo  
☒ Jerry Matthews

**Customize the Review Form**

Add your own custom fields to the Review Form.

**Review Level 1 Form**


**Review Level 2**

ADMINs ONLY

ADMINs ONLY can review.

**Give the Review Level a name**

REVIEW LABEL

Supervisor

**Assign Default Reviewers**

Default reviewers will automatically be assigned as a Requested Reviewer when evidence is created.

**Choose**

**Customize the Review Form**

Add your own custom fields to the Review Form.

**Review Level 2 Form**

There are 2 levels of reviews: **Level 1** - lets all active users of xBit review evidence. **Level 2** - lets only admins review evidence.

You can name them however you like according to your agency's nomenclature. For example you can call level 1 reviews "Technical Reviews" or level 2 reviews "Supervisor Reviews". By default, the names are **Level 1** and **Level 2**.

You can select who the **Default Reviewers** for a case are. Any new evidence items will have these users selected as a Requested Reviewer and will request a review from them when the evidence item is **Ready for Review**.

You can customize the evidence review forms just like any other form using the **Form Builder**. You can add any field you require as part of the review process, including requesting a signature.

Level 1 Review

Technical Review

SYSTEM FIELDS

Technical Review Result

Level 1 Review Result


Technical Review Comment

Level 1 Review Comment

View Choices

CUSTOM FIELDS

Signature



On the **View Evidence** page, on the right, you will see a new section to start the review process, request reviews, add a new review.

View Evidence : XBT-123

Case Report

Case Label

Evidence Label

ACTIVE

New

Dashboard

Status

Evidence

Memos

Expenses

Uploads

Audit

DJI Parrot

CID-2024-02-01-001

Viewing 1 of 1

LOCATION

N/A

REQUESTED ON

02/05/2024

ASSIGNED TO

Dave Russo

02/02/2024

for 7 days

TRIAGED BY

N/A

IMAGED BY

N/A

COMPLETED BY

N/A

Dashboard




Evidence & Device Information

Forensic Tools

Chain of Custody

Review Timeline

Image Uploads



Memos

Total Hours: 2

Got a successful read

02/05/2024

HRS: 2

AUTHOR:

John Doe

TYPE:

Technical

Let's use CFID to exam

02/05/2024

HRS: 0

AUTHOR:

John Doe

TYPE:

Technical

Expenses

File Uploads

PDF

CONSENT-TO-SEARCH.PDF

Ready For Review

Start Technical Review

Technical Reviewers

Brad Buckley

John Doe

Jerry Matthews

Add Technical Review

Start Supervisor Review

Supervisor Reviewers

NO ADMIN REVIEWERS FOUND

Assign reviewers, declare when a piece evidence is ready for review, approve, comment, or request changes, and send notifications.

31

# Request Technical Reviewers

Type or choose a user

✓

BB

Brad Buckley

Admin

✓

JM

Jerry Matthews

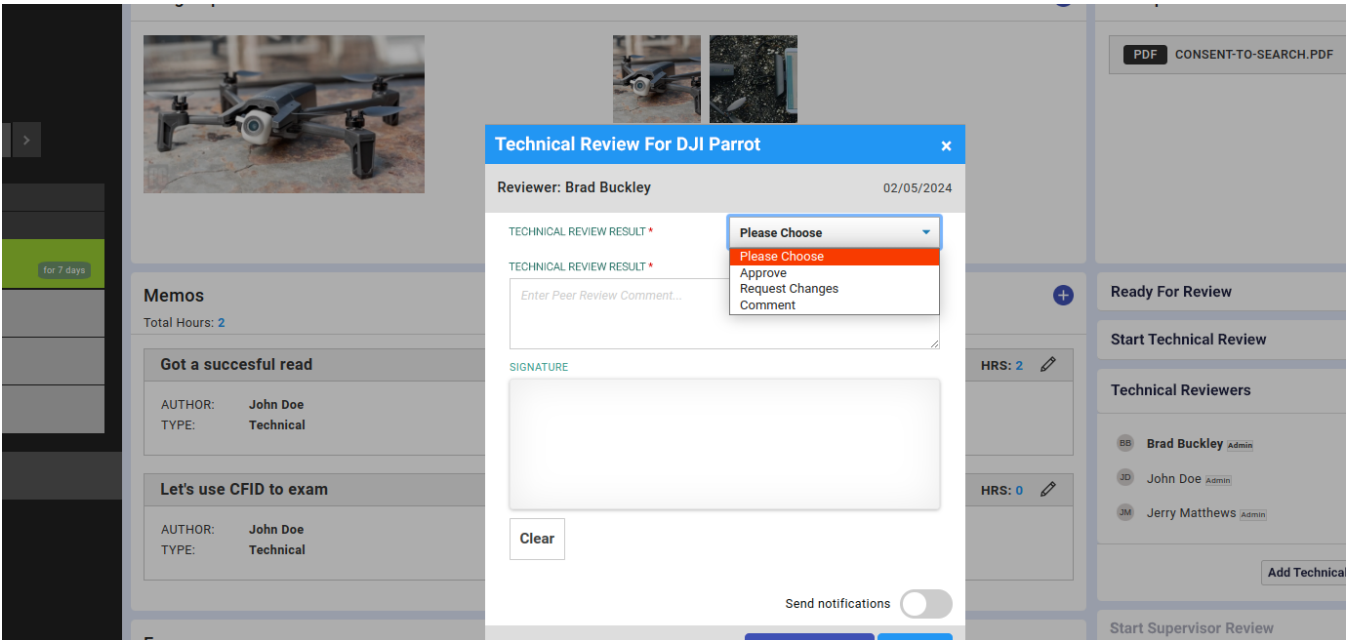
Admin

DR

Dave Russo

Assigned to

You have the option to Approve, Comment, or Request Changes during a review. These dropdown options are customizable in the Form Builder.



You are able to request changes



Technical Review For Drone

×

Reviewer: John Doe

03/13/2024


TECHNICAL REVIEW RESULT \*

Request Changes

TECHNICAL REVIEW COMMENT

Please do extraction again with the latest firmware update.

SIGNATURE



Clear

On the Review Timeline you are able to see previous reviews and comments.



**Brad Buckley** commented on this evidence.

32 seconds ago

TECHNICAL REVIEW RESULT

Comment

REVIEW COMMENT

Looks good to be

SIGNATURE

BB



**John Doe** reviewed this evidence.

2 minutes ago

TECHNICAL REVIEW RESULT

Request Changes

REVIEW COMMENT

Please do extraction again with the latest firmware update.

SIGNATURE

JD

You can comment on a previous users' review.



**Brad Buckley** commented on this evidence.

just now

No need for update. Just UI changes.

In response to

**John Doe** reviewed this evidence.

2 minutes ago

TECHNICAL REVIEW RESULT

Request Changes

REVIEW COMMENT

Please do extraction again with the latest firmware update.

SIGNATURE

All this so you can have a transparency in how you manage your evidence.

You are able to see at a glance the status of the reviews you requested of your examiners.



**Brad Buckley** reviewed this evidence.

just now

TECHNICAL REVIEW RESULT

Approve

SIGNATURE

We have also provided a new evidence view titled "Review Manager" that gives you other ways to see how reviews are going.

Review Manager						
FILTERS: Case Status: Active x Ready for Review: Yes x		Filter / 2 v		Search	Display 10	Clear
View Review Manager		Total Results: 2		Previous Page: 1 of 1 Next		
CASE/EVIDENCE INFO	EVIDENCE ASSIGNMENT	COMPLETED BY	REVIEW TOGGLES	TECHNICAL REVIEWERS	SUPERVISOR REVIEWERS	REVIEW ACTIONS
<b>Camera</b> Camera KH-123 ACTIVE	ASSIGNED TO John Doe ASSIGNED DATE 03/06/2024 ACTIVE		READY FOR REVIEW: <input checked="" type="checkbox"/> START TECHNICAL REVIEW: <input type="checkbox"/> START SUPERVISOR REVIEW: <input type="checkbox"/>	Brad Buckley Admin John Doe Admin Jerry Matthews Admin	NO SUPERVISOR REVIEWERS REQUESTED	 
<b>Drone</b> Drone KH-123 ACTIVE	ASSIGNED TO Unassigned ACTIVE		READY FOR REVIEW: <input checked="" type="checkbox"/> START TECHNICAL REVIEW: <input checked="" type="checkbox"/> START SUPERVISOR REVIEW: <input type="checkbox"/>	Brad Buckley Admin John Doe Admin	NO SUPERVISOR REVIEWERS REQUESTED	  

The xBit team added tons of widgets that you are free to use however you like. These widgets allow you to: \* Mark an item as **Ready to Start Review**. \* Note that you have **Started a Review**. \* See the status of requested reviews. \* Request reviewers. \* Perform a Level 1 or Level 2 review. Reviews where you are requested are colored in green. \* View the Review Timeline

Please select evidence and then choose the action you wish to complete.

Assign Evidence

Print Labels

Ready for Review

Begin your Review

Request Technical Reviewers

Request Supervisor Reviewers

Technical Review

Supervisor Review

We added multiple bulk actions to make performing repetitive tasks easier including: \* marking Ready for Review \* beginning your review \* request Level 1 Reviewers \* request Level 2 Reviewers \* performing a Level 1 review \* performing a Level 2 review

# Table View

## Custom Case and Evidence Views

This section has a video available. [Click here to view.](https://www.youtube.com/embed/Hv-eh0jc2-c) (https://www.youtube.com/embed/Hv-eh0jc2-c)

Get the details you need at a glance! You now have the ability to display any fields within your case manager. Add, remove, and rename any columns and customize the fields within those columns. You can set whether those fields can be used to sort or filter results.

Add multiple views that may be useful for different users and different purposes.

## Table View Manager

Access by navigating to Menu > Admin > Table View Builder

### Table View Builder

[New View](#)

VIEW NAME		ENTITY TYPE	
<b>Case Manager</b> Default Case Listing <b>DEFAULT VIEW</b>	12/20/2022 12:56:06	CASE INFO	<a href="#">Preview</a> <a href="#">Copy</a> <a href="#">Delete</a>
<b>Evidence Image View</b> Evidence view that contains thumbprint list of uploaded files and images.	05/10/2023 15:46:01	EVIDENCE	
<b>Evidence Manager</b> Default Evidence Listing <b>DEFAULT VIEW</b>	12/20/2022 12:56:05	EVIDENCE	
<b>Forensic Software View</b> Evidence view that contains list of Forensic Software used for the evidence.	05/10/2023 15:46:02	EVIDENCE	

1. Click on any view to edit that view.
2. The Default View tag denotes that the view is the view you see when you go to case / evidence manager. You can change the view within each manager.

## Evidence Manager

FILTERS:

Case Status: Active x

Evidence Status: Active x

View

Evidence Manager ▼



Bulk Actions ▼

1. Preview will take you to the case / evidence manager with that view set. Copy will duplicate the view where you can change it into a distinct but similar view. Delete will delete the view.

## Edit View

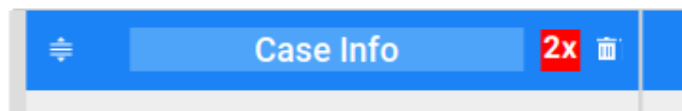
**Table View Builder: Case Manager** DEFAULT VIEW

Case Info View Name: Case Manager Description: Default Case Listing

[Preview](#) [Add Columns](#)

Case Info	Deadline	Case Accessible To	Offense Info
<div>Case ID </div> <div>Additional Case / Do... </div> <div>Case Date Added </div> <div>ACTIVE </div> <div></div>	<div>Deadline Date </div> <div>Deadline Reason </div> <div>DUE SOON 3 days </div>	<div>JOHN DOE </div> <div>Jane Bohr</div> <div>Torsten Gellinek</div>	<div>Case Type</div> <div>Offense Date</div> <div>ICAC</div>

1. Click the sort option icon to set whether sort is available as an option for that field. Not all fields will have a sort option such as a group of users.
2. Click the filter icon to set the filter setting. The pinned setting will have the filter easily viewed pinned to the top of your filters. The plus setting will have the filter be found under the More Filters tab for filters.
3. Next to each field you will find the edit and delete buttons. Click on the delete button to delete a field and the edit icon to open the edit side menu.
4. Click the plus icon to add new fields to a column.



Hover over the title to unveil some column settings

1. Click and grab the drag icon to rearrange columns.
2. Rename the column and adjust the font size.
3. Click the delete icon to delete the column.



Preview

Add Columns

1. Click Preview to be taken to the case / evidence manager with that view set
2. Add columns to the current view
3. Create a whole new view
4. Create a new view copied off of your current view
5. Delete the current view

## Case filters

FILTERS: Case Status: Active x Case Date Added: 01/01/2021 to 11/01/2022 x

5 Filters 2  Search Display 10

### Filters

1

Pinned Filters

2 Case Accessible To: Anyone

Case Is High Priority: All

Case Primary Assignment: Anyone

Case Status: Act 3

Case Type: All

Deadline Reason: All

ICAC: All

More Filters 4

From any of the fields you include in the case manager, you can set filters for values found within those fields.

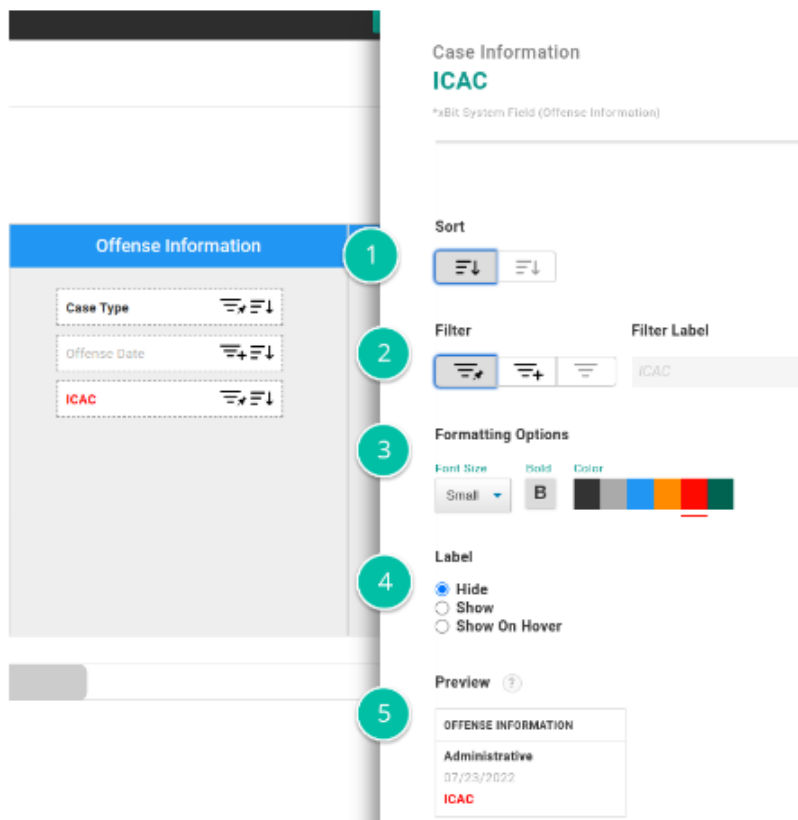
1. These are your currently set filters
2. These are your pinned filters and are seen above More Filters.
3. Blue filters indicate the currently set filters
4. Show more filters that have been designated with the + sign.
5. The filters button shows and hides the filters. The number indicates the number of filters set.

Once you have your filters set you will see them when you hover over a column name in the case and evidence manager.

CASE INFO	DEADLINE	CASE ACCESSIBLE TO	OFFENSE INFORMATION	REQUESTER	SUSPECT	VICTIM	EVIDENCE
KH-123		Kent Hoffman					
07/06/2023 12:26:26							
ACTIVE							

## Edit Field Sidebar

1. Another place to set Sort mode on or off. It will be disabled if filter is not available to this field.
2. Another place to set filter. It will be disabled if filter is not available to this field.
3. Stylize the fields as you please. Increase or decrease emphasis on fields with font size, font weight, and color.
4. Choose whether a field has a label shown, hidden, or revealed on hover.
5. Get a preview of what the column will look like in real time.



In Table View Builder, If you decide to show labels for a field, you get the option of whether to display a label above or below a field.

### Label

- ☐ Hide  
☒ Show  
☐ Show On Hover

### Label Alignment

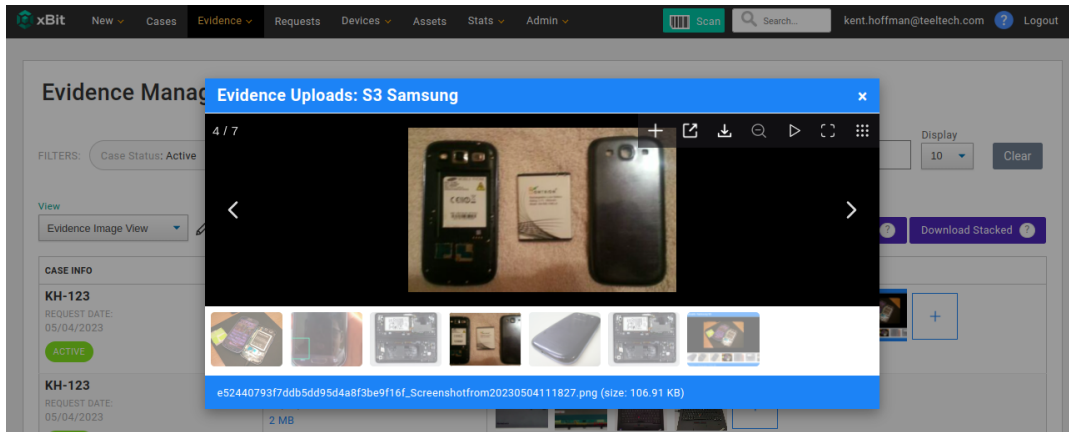
- ☐ Left  
☒ Top

## Add Field Sidebar








1. Select all or deselect all fields
2. Click the checkbox to select or deselect fields
3. Add Items to a column







You can now get a preview of the images of your evidence in the evidence manager. Select any of the thumbnails to view the image featured in the gallery. You can click on any thumbnail at the bottom to switch the image. You have the following additional functionality in the top right of the gallery:

-  Add a new Upload
-  Open the current image in a new tab
-  Download the current image
-  Toggle the zoom level
-  Toggle a slideshow - this will change the image every 3 seconds
-  Toggle Full Screen Mode
-  Toggle thumbnails - This will show / hide the images at the bottom.


To add the Evidence Image Gallery to an evidence view, simply add it from the Table View Builder like any other field.

## Add Columns



Chosen items below will create ONE column for each field.

Search:

 Custom Field

Add Columns

Select All

Unselect All

### EVIDENCE WIDGETS

Evidence Image Gallery



## Forensic Software View

The **Forensic Software View** includes the Forensic Tools Widget added in 3.7. Hovering over the tool will display what version is used and clicking on the tool will bring you to the evidence's Tools Used tab in the Evidence Dashboard.

### Evidence Manager: Forensic Software View

FILTERS: Case Status: Active x

Filter / 1

Search

Display

10

Clear

hit <Enter> to search

View

Forensic Software View

Bulk Actions

Total Results: 2

Previous

Page: 1 of 1

Next

Download Flat

Download Stacked

CASE INFO	DEVICE INFO	FORENSIC TOOLS
<b>KH-123</b> REQUEST DATE: 05/04/2023 <b>ACTIVE</b>	<b>S3 Samsung</b> Mobile Phone 2 MB	<div><div>Cellebrite Premium</div><div>GrayKey</div><div>+</div></div>
<b>KH-123</b> REQUEST DATE: 05/04/2023	<b>Lenovo Thinkpad</b> Laptop 2 MB	<div><div>Encase</div><div>FTK Imager Version 4.7.1.2</div><div>XRY</div><div>+</div></div>

# Evidence Image Gallery Widget


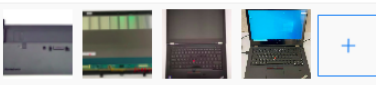
## Evidence Image Gallery Widget

### Evidence Manager

FILTERS: Case Status: Active x

Filter / 1 v Search  Display 10 Clear

View Evidence Manager Bulk Actions v Total Results: 2 Previous Page: 1 of 1 Next Download Flat ? Download Stacked ?

CASE INFO	EVIDENCE # / LOCATION	DEVICE INFO	EVIDENCE IMAGE GALLERY
<b>KH-123</b> REQUEST DATE: 05/04/2023 <b>ACTIVE</b>	2342	<b>S3 Samsung</b> Mobile Phone	
<b>KH-123</b> REQUEST DATE: 05/04/2023 <b>ACTIVE</b>		<b>Lenovo Thinkpad</b> Laptop	

xBit New Cases Evidence Requests Devices Assets Stats Admin Scan Search... kent.hoffman@teeltech.com Logout


**Evidence Manager**

FILTERS: Case Status: Active

View Evidence Image View

**Evidence Uploads: S3 Samsung**





4 / 7



e52440793f7ddb5dd95d4a8f3be9f16f\_Screenshotfrom20230504111827.png (size: 106.91 KB)

2 MB

You can now get a preview of the images of your evidence in the evidence manager. Select any of the thumbnails to view the image featured in the gallery. You can click on any thumbnail at the bottom to switch the image. You have the following additional functionality in the top right of the gallery:

-  Add a new Upload
-  Open the current image in a new tab
-  Download the current image
-  Toggle the zoom level



Toggle a slideshow - this will change the image every 3 seconds



Toggle Full Screen Mode



Toggle thumbnails - This will show / hide the images at the bottom.

To add the Evidence Image Gallery to an evidence view, simply add it from the Table View Builder like any other field.

## Add Columns



Chosen items below will create ONE column for each field.

Search:



Custom Field

Add Columns

Select All

Unselect All

### EVIDENCE WIDGETS

Evidence Image Gallery

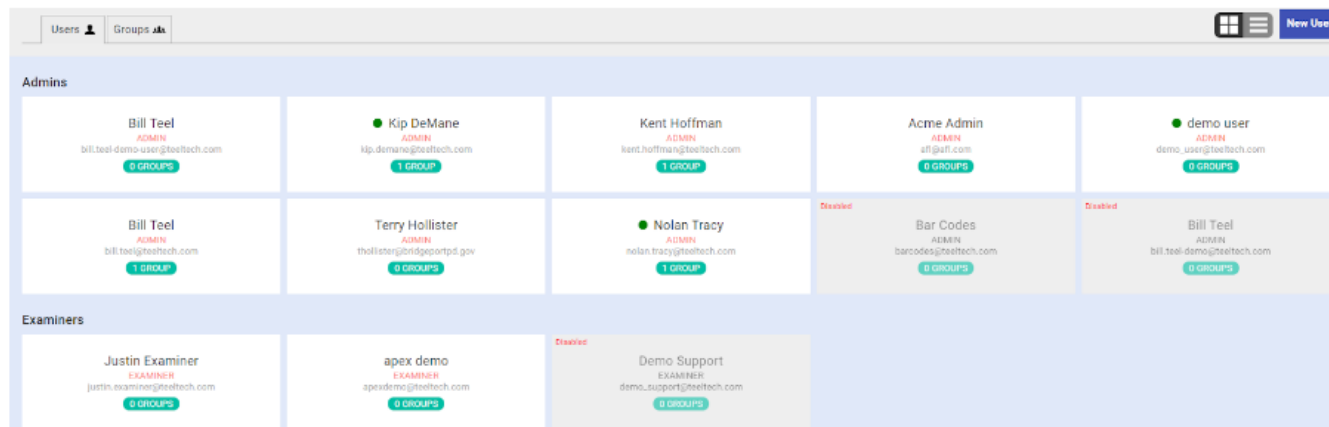


Admin

# Groups and Users

## Groups / Users

Access from the Nav > Admin > Groups / Users.



View all users ordered by role. Hover over a user and click the edit icon to edit information related to a user, disable them, or change their password. Disabled users are grayed out and noted as disabled. Click on the green groups to view all the groups that user belongs to. Click New User to add a new user.

Designate the type of user permissions allowed when creating or editing case entries.

- Admin has full access and controls of the User Manager (reset passwords), lab wide stats and all features. No limit on how many of the Users are designated as Admin.
- Examiner is the primary user of the case management system when not designated as an Admin. Has reduced permissions to see lab wide stats and Admin features.
- Analyst can be an actual Analyst, a secretary or anyone that may need to collect stats or track cases. The level of access can be limited with each case entry if desired.
- Reviewer should be used for the Read-Only (unlicensed) Permission user. Many organizations have members who must monitor SOP compliance or review the status of a case (I.E. Asst. District Attorneys or upper management). You can create an unlimited number of Reviewers in User Manager. Case entries can be hidden from Reviewers.

Click on the Groups tab to view the groups.

Users

Groups

New User

Admins

Bill Teel

ADMIN

bill.teel-demo-user@teeltech.com

0 GROUPS

Kip DeMane

ADMIN

kip.demane@teeltech.com

1 GROUP

Kent Hoffman

ADMIN

kent.hoffman@teeltech.com

1 GROUP

Acme Admin

ADMIN

af1@aef.com

0 GROUPS

demo user

ADMIN

demo\_user@teeltech.com

0 GROUPS

Bill Teel

ADMIN

bill.teel@teeltech.com

1 GROUP

Terry Hollister

ADMIN

thollister@bridgeportpd.gov

0 GROUPS

Nolan Tracy

ADMIN

nolan.tracy@teeltech.com

1 GROUP

Disabled

Bar Codes

ADMIN

barcodes@teeltech.com

0 GROUPS

Disabled

Bill Teel

ADMIN

bill.teel-demo@teeltech.com

0 GROUPS

Examiners

Justin Examiner

EXAMINER

justin.examiner@teeltech.com

0 GROUPS

apex demo

EXAMINER

apexdemo@teeltech.com

0 GROUPS

Disabled

Demo Support

EXAMINER

demo\_support@teeltech.com

0 GROUPS

Click on the green # Users section to view the users in that group. Click New Group to add a new group. Click on the pencil edit icon to edit the group name, description and Users within that group.

Users

Groups

New User

Admins

Bill Teel

ADMIN

bill.teel-demo-user@teeltech.com

0 GROUPS

Kip DeMane

ADMIN

kip.demane@teeltech.com

1 GROUP

Kent Hoffman

ADMIN

kent.hoffman@teeltech.com

1 GROUP

Acme Admin

ADMIN

af1@acfi.com

0 GROUPS

demo user

ADMIN

demo\_user@teeltech.com

0 GROUPS

Bill Teel

ADMIN

bill.teel@teeltech.com

1 GROUP

Terry Hollister

ADMIN

thollister@idgsecortd.gov

0 GROUPS

Nolan Tracy

ADMIN

nolan.tracy@teeltech.com

1 GROUP

Disabled

Bar Codes

ADMIN

barcodes@teeltech.com

0 GROUPS

Disabled

Bill Teel

ADMIN

bill.teel-demo@teeltech.com

0 GROUPS

Examiners

Justin Examiner

EXAMINER

justin.examiner@teeltech.com

0 GROUPS

apex demo

EXAMINER

apexdemo@teeltech.com

0 GROUPS

Disabled

Demo Support

EXAMINER

demo\_support@teeltech.com

0 GROUPS



# External Users

This section is needed for reviewing and enabling external users to submit requests for case and evidence. See the Lab Submission with Internet and SMTP section for more details.

## External User Manager

[Import Users](#)[New External User](#)

AGENCY	FIRST NAME	LAST NAME	E-MAIL	PHONE NUMBER	LAST LOGIN DATE	IS ENABLED	ACTIONS
ABC Sheriffs office	John	Doe	john.doe@xbitdcm.com			Enabled	<a href="#">Disable</a>
ABC Sheriffs office	Percie	Verne	percie.verne@xbitdcm.com			Enabled	<a href="#">Disable</a>

External users are able to log into the Lab Submission Manager and submit requests.

## Bulk import for External users

Admins can now import multiple external users at once from an excel sheet. On the External User Manager page (**Admin > External Users**), click **Import Users**.

## External User Manager

[Import Users](#)[New External User](#)

Follow the steps to upload your users:

## Bulk User Import



### Step 1

[Download Template File](#)

Set up CSV file following the template below or download the Template File and fill in cells accordingly.

	A	B	C	D	E
1	<b>firstName</b>	<b>lastName</b>	<b>email</b>	<b>phone</b>	<b>agency</b>
2	John	Doe	john.doe@xbitdcm.com	555-1234	Sample Agency

### Step 2

Browse to the CSV file saved in Step 1, then click Import.

Select File

Browse...

No file selected.

Import

# System Audit Log

## System audit logs

Access from the Nav > Admin > Groups / Users.

User

From

To

Search

FILTER: All

01/01/2021

07/27/2021

Submit

Clear

Total Results: 1,578

ENTRY TIME ▼	IP	USERID	CASE NUMBER	EVIDENCE NUMBER	PAGE	DESCRIPTION
07/26/2021 10:00:35	10.0.140.38	kent.hoffman@teeltech.com			checkLogin.php	Successfully logged in!
07/26/2021 09:35:01	10.0.140.38	kent.hoffman@teeltech.com			users.php	Added New User: info@tt.com
07/26/2021 09:14:23	10.0.163.244	kent.hoffman@teeltech.com			checkLogin.php	Successfully logged in!
07/26/2021 09:13:43	10.0.163.244	kip.demane@teeltech.com			checkLogin.php	Unsuccessful login attempt: username/pw incorrect
07/26/2021 09:13:11	10.0.140.38	kip.demane@teeltech.com			new_expense.php	New Expense for: - 2021-017 - EXH00001

View actions taken within xBit. Filter results by user, date, and keywords.

# Agency Manager

## Agency Manager

Agency Form

Mark as Default \*

Yes

No

Agency Initials

Agency Name \*

Agency Email

Agency Phone

Agency Address

All Agencies

Initials	Title	Logo	Default	Edit
AFL	Acme Forensics Lab			<div><div></div><div></div></div>
BCSO	Bristol County Sheriffs Office			<div><div></div><div></div></div>
BPTPD	Bridgeport Police Department			<div><div></div><div></div></div>
CCPD	Connecticut College Police			<div><div></div><div></div></div>
CSP	Connecticut State Patrol			<div><div></div><div></div></div>
DEA	Drug Enforcement Agency			<div><div></div><div></div></div>
DOC	Department Of Corrections			<div><div></div><div></div></div>
Fairfield Count	Fairfield County Prosecutors Office			<div><div></div><div></div></div>

Add a new agency with the form on the left. To edit an existing agency, click the edit button. The selected agency's details will appear on the left. An agency can be deactivated by clicking on the trash icon. Like most things in xBit, an agency can only be deactivated and not deleted. It will be listed as deactivated below and you can reactivate it by clicking on the power icon next to the deactivated agency.

52

# Department and Unit Manager

## Department / Unit Manager

Department/Units: 6   Add New Department/Unit   Types (4)				
DEPARTMENT/UNIT TYPE	DEPARTMENT/UNIT	ADDRESS	PHONE	EMAIL
Investigations	Homicide			
Investigations	HTCS			
Administration	Internal Affairs			
Investigations	Narcotics			
Consulting private sector firm	Paradigm Inc.			
Investigations	Sexual Assault Unit			

Add a new department or department type with the sub-nav above. Click on a department to edit or remove it.

# List Manager

## List Manager

Configure your agency LIST Manager. Some of the default options for dropdowns within xBit may not be appropriate for your agency/organization or you may want to use your own verbiage. These configurable Lists will allow you to customize the usable options. You can access by clicking on Admin in the top Navigation bar and then List Manager.

The screenshot shows the 'List Manager' interface. On the left, under 'Choose a List Below to Edit', there is a list of categories: Advanced Method, Case Type, Custody Exchange Reason, Custody Exchange Type, Custody Intake Reason, Custody Intake Type, Expense Consumable, Expense Task Type, Expense Type, Forensic Software, Legal Order Type, Location, Memo Type, and Priority. On the right, under 'List Contents', there is a section for 'Advanced Methods'. It includes a form with 'Advanced Method' and 'Advanced Method Description' fields, and an 'Add' button. Below the form is a table titled 'Active Advanced Methods' with columns 'Value', 'Description', and 'Delete'.

Value	Description	Delete
Android Decoding		
Chipoff		
Flasher/Bootloader		
ISP		
JTAG		
Other		
Root		
Software		

For example, in case types, you may not do any arson or robbery investigations, but you do a lot of work with cybercrimes. You can edit the lists to reflect the needs of your organization through various inputs such as Advanced Forensic Method, Custody Exchange Types, and Priority types. These can be changed at any time, though you cannot remove an entry if a case or evidence item is currently using it (even if closed).

You can add or remove values from various dropdowns including:

- Advanced Method – (CAIS, Chipoff, ISP, etc.) Found when viewing / editing the evidence page.
- Case Type – (civil code, state code or a federal statute). Seen as offense type for a case on the dashboard and when viewing / editing the case page.
- Custody Exchange Reason – preset purposes of moving evidence. Seen on an evidence page when adding a new chain of custody.
- Custody Exchange Type – Charge into custody or out of current custody. Seen on an evidence page when adding a new chain of custody.
- Custody Intake Reason – Chain-of-Custody (COC) entry types as demanded by established operating procedures. Seen when creating a new piece of evidence.
- Custody Intake Type – Can be defined for Agency types of initial booking of evidence. Seen when creating a new piece of evidence.
- Expense Consumable – Seen on the expenses tab of your case dashboard.
- Expense Task Type – Define the type of Expenses being itemized. Seen on the expenses tab of your case dashboard.
- Expense Type – (shipping, external hard drives, discs, USB drives, etc). Seen on the expenses tab of your case dashboard.

- Forensic Software – Select what programs and tools you utilize; hide those you do not from view. Seen in Evidence entry page and populates Stats.
- Legal Order Type – (search warrant, consent, abandoned, etc). Seen when adding new evidence or viewing / editing an evidence page.
- Location – Preset Known storage locations for ease of entry. Seen on Chain of Custody and Evidence pages.
- Memo Type – Types of fields for labeling Memos (case notes) Seen in the memo tab of your case dashboard.
- Priority – Define the priority of the case or evidence item. Seen when adding a new case or viewing / editing a case page.
- Reason for Required Date – Define a deadline to be completed by. Seen when adding a new case or viewing / editing a case page.

xBit is now prepared for your case entries. Training is free with all purchases and can assist with the workflow, utilizing features and general troubleshooting. Please let us know when you are ready.

### **Optional Setup**

1. Department/ Unit Manager: You can access by clicking on Admin in the top Navigation bar and then Departments/ Units. This dropdown will appear when noting an Expense and on the Lab Submission form. Create categories for the Type of agency this is associated to or create new Department/ Units.
2. Asset Manager Configurations: Asset Manager can be found on the top navigation bar. The Asset Manager has been improved to include Filters and the ability to add non-licensed users as asset holders.

# Label Builder

## DYMO450 Setup on Linux

### Connection check

First of all, you should check, if the printer was recognized properly. Please execute the command shown below and check, if the result looks similar. If your printer is not listed, you need to check the USB connection.

```
sudo lsusb
```

Bus 001 Device 002: ID 0922:0020 Dymo-CoStar Corp. LabelWriter 450 Bus 001 Device 001: ID 1d6b:0001 Linux Foundation 1.1 root hub

**Install the driver and CUPS** The next step is installing the Linux driver. There is a precompiled package available. Please install it using the command below.

```
sudo apt-get update
sudo apt-get install cups cups-client printer-driver-dymo
```

**Download and install the printer definition** The printer setup requires an appropriate PostScript Printer Definition (PPD) file. This is not to be part of the installation package. For this reason, we need to download the CUPS driver provided by Dymo. This is currently version 1.4.0, which can be downloaded here: [dymo-cups-drivers-1.4.0.tar.gz](https://www.dropbox.com/s/eayt1bbju6qq6nf/dymo-cups-drivers-1.4.0.tar.gz?dl=0) (<https://www.dropbox.com/s/eayt1bbju6qq6nf/dymo-cups-drivers-1.4.0.tar.gz?dl=0>)

Afterwards the archive needs to be extracted. The model file is part of it and should be copied to the default model folder of CUPS.

```
tar -xzf dymo-cups-drivers-1.4.0.tar.gz
sudo mkdir -p /usr/share/cups/model
sudo cp ./dymo-cups-drivers-1.4.0.5/ppd/lw450.ppd /usr/share/cups/model/
```

**Add the printer** As final installation step we need to find out the address of the printer for being able to register it. The `lpinfo` (see manpage) command shows all available printers. There should be an entry referring to the Dymo printer.

```
sudo lpinfo -v
```

Once we know the printer address (here it is `usb://DYMO/LabelWriter%20450?serial=01010112345600`), we can install it using `lpadmin` (see manpage) like shown below. The `-p` parameter specifies the display name of the printer, `-v` is used for the printer address and the `-P` parameter points to location of the printer definition file.

```
lpadmin -p dymo -v usb://DYMO/LabelWriter%20450?serial=01010112345600 -P /usr/share/cups/model/
lw450.ppd
```

Afterwards, the `lpstat` (see manpage) command is used for listing all installed printers. The list should now contain the printer we previously installed.



```
lpstat -v
```

device for dymo: usb://DYMO/LabelWriter%20450?serial=01010112345600 Last but not least, we need to start the printer via cupsenable (see manpage) followed by the printer name we chose previously. Additionally, the printer is configured to accept jobs sent to it for printing. This is done by submitting the cupsaccept (see manpage) command followed by the printer's name.

```
sudo cupsenable dymo  
sudo cupsaccept dymo
```

**Test the printer** If the configuration went correctly we can proceed to print a sample. Download a sample label pdf here: test\_label.pdf This file is then sent to the printer for processing it by submitting the lp command (see manpage). The -d parameter specifies the name of device to choose for printing and should match the one you chose while installing the printer. If you like to use the default printer, you can omit this parameter.

```
lp -d dymo test_label.pdf
```

If everything works fine, your printer should now print a label containing a dummy text.

**Set as default printer** If you like to configure your printer as the default one, you can use the lpoptions (see manpage) command as shown below. The -d parameter specifies the name of the new default printer. This is the name you chose while installing the printer.

```
sudo lpoptions -d dymo
```

**Configure xBit Labels** Now you are ready to configure and print labels in xBit system with your linux os.

## Recommended Devices

**DYMO LabelWriter 550 Turbo Label Printer** [https://www.dymo.com/label-makers-printers/labelwriter-label-printers/dymo-labelwriter-550-turbo-label-printer/SAP\\_2112553.html](https://www.dymo.com/label-makers-printers/labelwriter-label-printers/dymo-labelwriter-550-turbo-label-printer/SAP_2112553.html) ([https://www.dymo.com/label-makers-printers/labelwriter-label-printers/dymo-labelwriter-550-turbo-label-printer/SAP\\_2112553.html](https://www.dymo.com/label-makers-printers/labelwriter-label-printers/dymo-labelwriter-550-turbo-label-printer/SAP_2112553.html))

**Zebra LS2208 Barcode Scanner** [https://www.barcodesinc.com/zebra/ls2208.htm?gclid=EAlaIqobChMloamcoZLR-wIVFY3IC1Hewa9EAAYASAAEgKDE\\_D\\_BwE&gclsrc=aw.ds](https://www.barcodesinc.com/zebra/ls2208.htm?gclid=EAlaIqobChMloamcoZLR-wIVFY3IC1Hewa9EAAYASAAEgKDE_D_BwE&gclsrc=aw.ds) ([https://www.barcodesinc.com/zebra/ls2208.htm?gclid=EAlaIqobChMloamcoZLR-wIVFY3IC1Hewa9EAAYASAAEgKDE\\_D\\_BwE&gclsrc=aw.ds](https://www.barcodesinc.com/zebra/ls2208.htm?gclid=EAlaIqobChMloamcoZLR-wIVFY3IC1Hewa9EAAYASAAEgKDE_D_BwE&gclsrc=aw.ds))

# Form Builder

## Form Builder

This section has a video available. [Click here to view. \(https://www.youtube.com/embed/gkl\\_6W0mslk\)](https://www.youtube.com/embed/gkl_6W0mslk)

You can access the form builder by going to the main menu > Admin > Form Builder.

Here you first select the form you want to edit or create a new one. At the time of writing the xBit forms include the Case Information, Evidence Intake, and Suspect / Victim forms. If you don't want to use a form, you can disable a form by clicking into a form and pressing the disable icon in the top right corner. Any disabled forms will be shown on the bottom of the form chooser you were just on and can be restored by clicking on them.

To edit a form, select any from the form chooser. To add a new evidence type form, click on the plus sign at the end of the list.

### Choose a Form

#### xBit Forms

Case Information	Evidence Intake	Suspect / Victim
------------------	-----------------	------------------

#### Evidence Type Forms

Camera	CD/DVD	Cloud / Digital
External HDD	GPS	Internal HDD
Mobile Phone	Other	SIM Card
+		

#### Disabled Evidence Types (1) ▾

Click to reactive Form.

SmartWatch
------------

This powerful feature allows users to customize every data entry point within xBit! For example, if you need to change the name of a field from "Subject" to "Suspect", that is in your control.

1. Select a form on the top. They are divided between xBit core forms on the left used for case-level information and evidence forms on the right.
2. On each field is a request submission icon and a required icon. Toggling the request submission icon will show the field on the request submission form. You can edit a field's name by clicking on the label.
3. To the right of each field you will see an edit and the delete icon. The edit icon will open the edit section which will be covered in the next section. The delete button will sometimes be disabled when the field is a core xBit field. On widgets it will be a disable button which will not remove it from the form builder but will hide the widget for the user.
4. When hovering over a field you will see a position icon to the left. Dragging and dropping the icon will move the entire field above or below another field. Move fields below Show Additional Fields to hide them initially when creating new evidence.

The screenshot displays the 'Mobile Phone' form in the xBit Forms editor. At the top, the form title 'Mobile Phone' is shown. Below it, a list of fields is presented, each with a label, a field type icon, and a required field indicator (red star). The fields are: Make, Model, Phone Number, Device AKA Name, Serial Number, Description, Physical Condition, Storage Location, and Pattern Lock. A 'Show Additional Fields' button is located below the main list. Below this button, there are additional fields: Disposition of Evidence, Battery Level, Carrier, BioSecurity, and Mobile OS. The BioSecurity field has radio buttons for 'Yes' and 'No'. The Mobile OS field has a 'View Choices' button. Numbered callouts are present: 1 points to the form title, 2 points to the 'Device AKA Name' field, 3 points to the edit icon next to the 'Serial Number' field, and 4 points to the 'Pattern Lock' field.

## Field Library

Clicking on the edit button for a field opens up the Field Details sidebar to the right.

1. Set a label for the field
2. Set whether the field is required when creating new evidence.
3. Toggling the request submission icon will show the field on the request submission form.
4. Set the Field type to short text, single choice, dropdown, long text, date, time, date and time, number, or pattern.  
The field type may be disabled if a field is a critical xBit System Field and cannot be changed.
5. The choices option only appears when a field type of Single Choice or Dropdown are selected. Add, remove, or edit choices as you like. There may be instances when you cannot remove an option because it is a core xBit field or a core option specific to that field.
6. Add any other details you want for a field in the instructions area. If this is filled out, you will see a question mark tooltip next to a field when adding, viewing, or editing forms.
7. When making changes to a field that is shared with another form, you can choose if settings are applied to other

forms or just the form you are working on.

Mobile Phone  
**Bluetooth**  
\*xBit System Field

---

Label

1

Required

☐ 2

In Request Submission Form

☐ 3

Field Type ?

4

Choices

5

Instructions 6

These settings will be applied to the following.

☒ SELECT ALL

☒ GPS

☒ Skimmer 7

☒ Tablet

☒ Loose Media

## Adding New Fields

To add a new field, click on **Add New Field** on the top right or the purple plus button at the bottom of the form. You have the option to add your own field, add fields that are specific to xBit, or add fields that already exist.

1. Add the name of your field
2. As you type in the field name, suggestions will appear of fields that already exist. Adding these sections is similar to adding existing fields as seen below.
3. Similar to editing a field, you can set a field as required, set the field type, and instructions. Choices will be set for Dropdowns and Single Choice Fields

4. Submit when you are ready. It will appear in your form below the other fields but above the Show Additional Fields bar.

### Add Your Own

Field Name

Agent

Here are some existing fields we found in our library you can use:

Agency Item Number  
Short Text

Add

Case Agent Name  
Short Text

Add

Required

☐

Field Type

Short Text

Instructions

Add To Form

## Adding Existing Fields

These fields include fields that were shipped with xBit as well as any fields that you created using the Add Your Own Field section.

Select the fields that you want to add and then click **Add xBit System Fields**. They will appear in your form below the other fields but above the Show Additional Fields bar.

## Field Library



Search:



Custom Field

Add Fields

Account/Username <sup>?</sup>	<input type="text"/>	<input type="checkbox"/>
Actual Date <sup>?</sup>	<input type="text"/>	<input type="checkbox"/>
Actual Time <sup>?</sup>	<input type="text" value="-"/>	<input type="checkbox"/>
Additional Case / Docket Number	<input type="text"/>	<input type="checkbox"/>
Agency Item Number	<input type="text"/>	<input type="checkbox"/>
Bad Sectors	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
Battery	<input type="text" value="Please Select"/>	<input type="checkbox"/>
Camera Type	<input type="text" value="Please Select"/>	<input type="checkbox"/>
Camera Type (Other)	<input type="text"/>	<input type="checkbox"/>
Capacity	<input type="text"/>	<input type="checkbox"/>
Capacity Unit	<input type="text" value="Please Select"/>	<input type="checkbox"/>
Case Agent Name	<input type="text"/>	<input type="checkbox"/>

# Auto CID

## Auto CID

xBit Auto CID is **ON**

xBit can automatically generate Case Numbers for new cases.

### Instructions

Choose one or more of the following tokens ([M], [D], [Y], [#]) to form the template.

- [Y] - YEAR - optional
- [M] - MONTH - optional
- [D] - DAY - optional
- [#] - Automatic Incrementing Integer - **required**

### Date Combination Options

- [Y],[M],[D] ✓ (any order)
- [Y],[M] ✓ (any order)
- [Y] ✓
- [Y],[D] ✗
- [M],[D] ✗

### Setup

<b>[Y] Token</b> <input checked="" type="radio"/> 20 (2 digits) <input type="radio"/> 2020 (4 digits)	<b>[M] Token</b> "1", "01", "Jan", "January" <input type="text" value="1"/>
<b>[D] Token</b> Pad the DAY with a "0"? <input checked="" type="radio"/> Yes <input type="radio"/> No	<b>[#] Token</b> Choose length of the [#]? <input type="text" value="3"/>

Template \*

TT-[Y]-[#]

Case Numbers will look like this

TT-21-010

Save

### Example 1

TEMPLATE : TT-[Y]-[#]

[Y] token : 2020 ( 4 digit year )

[M] token : -

[D] token : -

[#] token : 6 ( AUTOINCREMENT length will be 6 digits )

→ TT.2020.000001

→ TT.2020.000002

→ TT.2020.000003...

### Example 2

TEMPLATE : WWPD-[Y]-[M]-[D]-[#]

[Y] token : 2020 ( 4 digit year )

[M] token : 01 ( 2 digit month )

[D] token : Yes ( pad single digit days with a 0 )

[#] token : 4 ( AUTOINCREMENT length will be 4 digits )

→ WWPD-2020-10-21-0001

→ WWPD-2020-10-21-0002

→ WWPD-2020-10-21-0003...

In order to access this page, you need to Enable Auto Case Number in the About / Settings page.

Here you can set the template used when a case number is generated when creating a new case. Instructions are included on the page.

Please note that your template must include a [#] token. Your case also needs to include a [Y] token if you are including the [M] or [D] token.

# About/Settings

## About / Settings

General	Captcha	Database / Updates	SMTP	Active Directory	License Info	EULA
Version:		3.6.c6ecd0926cc4addc112276843f8d6214eeb92472 - No new Updates				
Barcode Type		EAN_8				
Select Timezone		New_York - 15:41 (3:41 pm)				
Time Format		24 Hour Format with Seconds				
Conform to ANAB 17025:2017		<input type="radio"/> Yes <input checked="" type="radio"/> No				
Enable SORN		<input type="radio"/> Yes <input checked="" type="radio"/> No				
Enable USSS Stats		<input type="radio"/> Yes <input checked="" type="radio"/> No				
Enable Delete Case		<input type="radio"/> Yes <input checked="" type="radio"/> No				
Enable Delete Evidence		<input type="radio"/> Yes <input checked="" type="radio"/> No				
Enable Auto Case Number		<input type="radio"/> Yes <input checked="" type="radio"/> No				
Enable Edit Case Number		<input type="radio"/> Yes <input checked="" type="radio"/> No				
Enable Chain of Custody		<input checked="" type="radio"/> Yes <input type="radio"/> No				
Require Chain of Custody Signature		<input checked="" type="radio"/> Yes <input type="radio"/> No				

1. License information is displayed on the top.
2. The Restore Database, Apply Db Patch, and Upload Update File are for when you have a local installation and need to update.
3. xBit supports a variety of scanners. Set the right standard for your scanner.
4. If you see your times are off, you can adjust your time zone here. You can also display the time format.
5. Conforming to ANAB confirms you are recording the actions you need to stay compliant.
6. Enabling SORN ensures no xBit system fields are present that prompt the input of personally identifying information. This does NOT apply to any custom fields you already created or will create in the form builder.
7. Enable or disable auto-cid. In order to set up a template, you need to go to the Auto CID page by navigating to the Main Nav > Admin > Auto CID. This menu item is only present when Auto-CID is enabled.
8. Label for Evidence Type - Users can add a custom name for Evidence Type. This will replace labels anywhere in the application where you see "Evidence Type". For instance, you may want to change the label to "Work Type".

## SMTP Settings



General	Captcha	Database / Updates	SMTP	Active Directory	License Info	EULA
ENABLE SMTP			<input checked="" type="radio"/> Yes <input type="radio"/> No			
SMTP SYSTEM URL			<input type="text" value="http://localhost:8000"/>			
SMTP 'FROM' ADDRESS			<input type="text" value="test@gmail.com"/>			
SMTP HOST			<input type="text" value="xbit-mailrelay"/>			
IS SMTP RELAY			<input checked="" type="radio"/> Yes <input type="radio"/> No <input style="border: 1px solid #ccc; border-radius: 50%; padding: 0 5px;" type="button" value="?"/>			
SMTP USER			<input type="text"/>			
SMTP PASSWORD			<input type="password"/>			
SMTP PORT			<input type="text" value="1025"/>			
SMTP TLS			<input type="radio"/> Yes <input checked="" type="radio"/> No			
<input type="button" value="Test SMTP Settings"/>			<input type="button" value="Submit SMTP Settings"/>			

These are necessary for when 2fa is enabled for xBit users or for external users.

The SMTP System URL is the url that external users will be directed to when they are onboarded onto xBit.

GMail (XOAUTH) Configuration (<https://docs.xbitdcm.com/v1/docs/gmail-xoauth-configuration>)

Azure Office365 (XOAUTH) Configuration (<https://docs.xbitdcm.com/v1/docs/azure-office365-xoauth-configuration>)

## Delete Cases

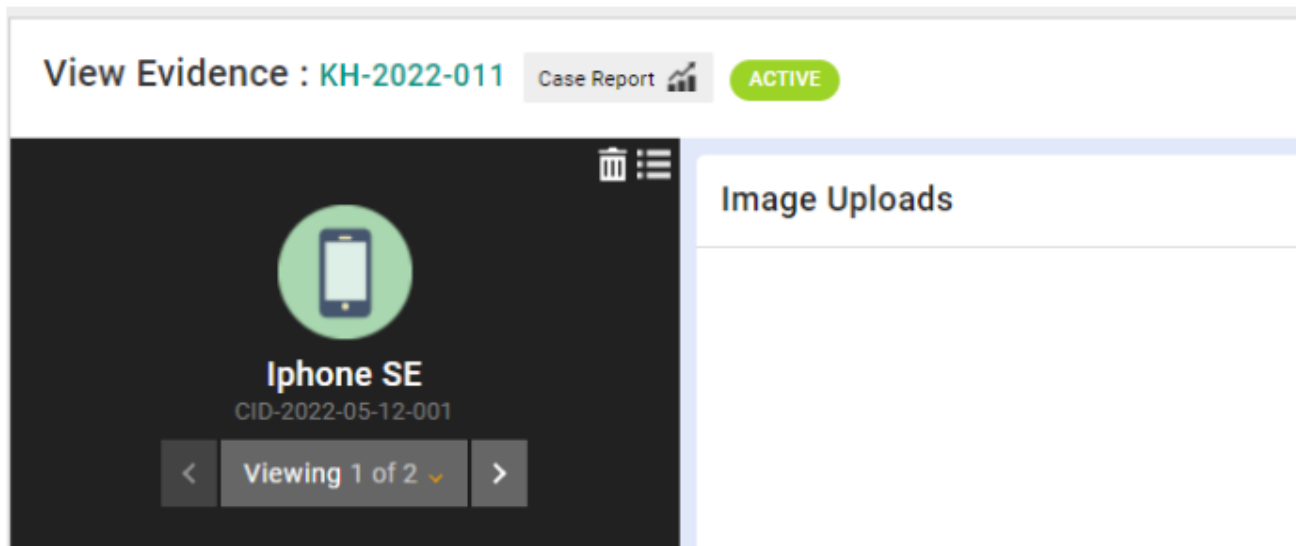
Enable Delete Case	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="button" value="Submit"/>
Enable Delete Evidence	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="button" value="Submit"/>

You can now Delete Cases and/or Evidence, however rather than giving free access to all to do this, we allow admins to turn on this feature and then turn it off. An agency during a testing/implementation phase may want to turn this on to delete these test cases and evidence prior to going live. But in a live setting, they may want to turn it off. If in fact a case and/or evidence is needed to be deleted, an Admin can turn the feature on, then delete the item, and then turn it back off to ensure audit trail authenticity.

New ▾
Dashboard
Status
Evidence
Memos
Expenses
Uploads
Audit

On the case dashboard, you now have the option to delete a case from xBit. This can only be done when enabled from the settings page.

## Delete Evidence



On the view evidence page, you now have the option to delete a case from xBit. This can only be done when enabled from the settings page.

## Default Case Group

Sets the default group that a case will be assigned to when creating a new case.

### Case Permissions & Assignments

Who can see this case?

- Admins
- Kent Hoffman

Choose

## Login Banner Text

The Login Banner Text is what will be displayed to users upon login. This is for text that users need to read before using xBit. By default, the text notes that xBit contains US Government Data and unauthorized use is prohibited.

## Active Directory

Admin > Settings

Licensee			Created Date	Expiry Date
DUMMY_CUSTOMER			2021-06-01	2222-08-01

General	SMTP	Active Directory
<div>ACTIVE DIRECTORY OR LDAP</div> <div> <input type="radio"/> LDAP           <input checked="" type="radio"/> Active Directory         </div>		
<div>Host</div> <input type="text"/>		
<div>Port</div> <input type="text" value="389"/>		
<div>Base DN</div> <input type="text"/>		
<div> <div>Test AD/LDAP Connection</div> <div>Map Groups</div> <div>Submit AD/LDAP Settings</div> </div>		

xBit enables you to link xBit to your Active Directory server and manage users from there. Follow the following instructions to setup:

1. Fill out the settings under the Active Directory tab
2. Click Test Connection
3. Enter AD/LDAP username and password
4. Submit Settings

### Assign a Group to each role

Admin	Examiner	Analyst	Reviewer	External users
<div>Admin</div> <div> <input type="text"/> </div>				

Cellular

Computer

Audio/Video

You can then map different roles within xBit to permissions used within Active Directory.

Log as an external user on a valid mapped group

Lab Submission Request Form

PLEASE VERIFY YOUR ACCOUNT.

Enter your authorized Active Directory user and password below and follow the prompts to enter the one-time **authentication code** sent to you via email.

Authorized Active Directory UserName

test

Authorized Active Directory Password

.....

Validate

## Select Date Format

You are now able to configure European date formats in xBit.

Select Date Format	11/01/2006 (November 1 2006) US
--------------------	---------------------------------

For example, ISO 8601 is the international standard for formatting dates and time. For dates, this format is YYYY/MM/DD, for example 2022-02-24.

The UK/EU date format is DD/MM/YYYY.

## Exclude Cases From Global Search

This setting allows for increased performance of global search.

You will see on any case dashboard that you have the option to exclude the case from search.

## Case Assignment & Permissions

### Who can see this case?

Everyone

**Choose**

### Permissions

- Analysts have **Read/Write** access
- Viewers have **Read Only** access

**Edit**

### Global Search Options

Toggle on to exclude this case in search results  
when performing a Global Search

Exclude in Global Search



To do this in bulk, go to **Evidence Manager > Bulk Actions > Global Search Options**. If you don't want to see any closed cases in search, we recommend filtering for all evidence items where the **Case Status** is set to **Closed** and then setting the **Display** filter to **All** so that you can filter out all these cases.

# Case Manager

FILTERS:

Case Status: Active x

Case Date Added: 01/01/2021 to 11/12/2024 x

View

Case Manager  

Previous

CASE INFO	OFFENSE INFORMATION	REQUESTER
<div>CASE NUMBER: 2409111354</div> <div>10/10/2024 13:36:17</div> <div>ACTIVE </div>	Other	Randolph County Sheriff's Off Michael Harris

Hidden cases will have an icon next to the status indicating they are hidden from global search.

## Exclude Multiple Choice fields From Global Search

This setting allows for improved search performance of Table Views such as Case Manager and Evidence Manager.

It will not search through fields that are of the multiple choice type.

# SMTP Setup

# Google app

## Setting Up Google App

Go to <https://console.cloud.google.com/apis/credentials> (<https://console.cloud.google.com/apis/credentials>)

If you don't have one, create a new project

---

### New Project

---

**Project name \***  
 ?

Project ID: xbit-email-sending. It cannot be changed later. [EDIT](#)

**Organization \***  
 ▼ ?

Select an organization to attach it to a project. This selection can't be changed later.

**Location \***  
 [BROWSE](#)

Parent organization or folder

[CREATE](#) [CANCEL](#)

Go to Library and enable GMAIL API



Google Cloud

API

APIs & Services

Enabled APIs & services

Library

API API Library

API Library > "gmail"


Filter

Type to filter

Visibility

Public

2 results




Gmail API

Google Enterprise API

With the Gmail API, you can view and manage Gmail mailbox data like threads, messages, and labels.

Product details



Gmail API

Google Enterprise API

View and manage Gmail mailbox data.

ENABLE


TRY THIS API

Click to enable this API

If you don't have it, configure the consent screen

73

A client ID is used to identify a single app to Google's OAuth servers. If your app runs on multiple platforms, each will need its own client ID. See [Setting up OAuth 2.0](#) for more information. [Learn more](#) about OAuth client types.


 To create an OAuth client ID, you must first configure your consent screen

[CONFIGURE CONSENT SCREEN](#)


## OAuth consent screen

Choose how you want to configure and register your app, including your target users. You can only associate one app with your project.

### User Type

☐ **Internal** 

Only available to users within your organization. You will not need to submit your app for verification. [Learn more about user type](#)

☐ **External** 

Available to any test user with a Google Account. Your app will start in testing mode and will only be available to users you add to the list of test users. Once your app is ready to push to production, you may need to verify your app. [Learn more about user type](#)

[CREATE](#)

[Let us know what you think](#) about our OAuth experience

## Edit app registration

**1** OAuth consent screen — **2** Scopes — **3** Summary

### App information

This shows in the consent screen, and helps end users know who you are and contact you

App name \*  
xBit Gmail Connector


The name of the app asking for consent

Click Add or Remove Scopes and search gmail.send

Filter <span>gmail.send</span> <span>×</span> <span>?</span> Enter property name or value			
<input checked="" type="checkbox"/>	API ↑	Scope	User-facing description
<input checked="" type="checkbox"/>	Gmail API	.../auth/gmail.send	Send email on your behalf

## Your sensitive scopes

Sensitive scopes are scopes that request access to private user data.

API ↑	Scope	User-facing description	
Gmail API	.../auth/gmail.send	Send email on your behalf	

Click on + CREATE CREDENTIALS and select OAuth client ID

Google Cloud

xBit Email Sending

Search (/) for resources, docs, products, and more

APIs & Services

Enabled APIs & services

Library

**Credentials**

OAuth consent screen

Page usage agreements

+ CREATE CREDENTIALS

DELETE

RESTORE DELETED CREDENTIALS

Create credentials to access your project

Remember this credential

API Keys

☐

Name

No API keys to display

OAuth 2.0 Client IDs

☐

Name

Creation date ↓

No OAuth clients to display

Service Accounts

☐

Email

Name ↑

No service accounts to display


Select "Web Application" as the type.

On Authorized redirect URIs add your xBit installation host + `/about.php`  
(e.g., `http://yourdomain.xbit/about.php`)


Copy the Client ID and Secret


## OAuth client created

The client ID and secret can always be accessed from Credentials in APIs & Services



OAuth access is restricted to users within your organization unless the [OAuth consent screen](#) is published and verified

Client ID	<div>██████████</div> <div>██</div> apps.g oogleusercontent.com
Client secret	<div>██</div>
Creation date	<div>██</div>
Status	 Enabled

 DOWNLOAD JSON

OK

## Configuring in xBit

1. Go to **Admin > About/Settings**
2. Go to the **E-Mail** tab
3. Select **Enable SMTP** and type **GMAIL**
4. Complete **ClientId** and **Secret**

General	Captcha	Database / Updates	E-MAIL	Active Directory	License Info	EULA
---------	---------	--------------------	--------	------------------	--------------	------

ENABLE SMTP

E-MAIL TYPE

CLIENT ID

SECRET

Test SMTP Settings

☒ Yes ☐ No

Gmail

.....

.....

Submit SMTP Settings

5. Click **Submit SMTP Settings**
6. **Authorize Gmail** sd

# Azure office365

## Setting up Azure/Office365 App

1. Go to <https://portal.azure.com/>
2. Select **Microsoft Entra ID**



## Manage Microsoft Entra ID

Manage access, set smart policies, and enhance security with Microsoft Entra ID.

[View](#)[Learn more](#) 

1. Click **Add** and select **App Registration**



Home >



# Microsoft Entra ID | Overview ...



+ Add ▾



Manage tenants



Overview



Preview features



Diagnose and solve problems



Manage



Monitoring

User



Group

Enterprise application

App registration



## Basic information

1. Complete the name, select

Accounts in any organizational directory (Any Azure AD directory - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)

and on Redirect URI select **Web** and add your xBit installation host + /about.php

(e.g., `http://yourdomain.xbit/about.php`)

## Register an application ...

### \* Name

The user-facing display name for this application (this can be changed later).

xBit Office 365 Email Sending ✓

### Supported account types

Who can use this application or access this API?

- ☐ Accounts in any organizational directory (Any Azure AD directory - Multitenant)
- ☒ Accounts in any organizational directory (Any Azure AD directory - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)
- ☐ Personal Microsoft accounts only

[Help me choose...](#)

### Redirect URI (optional)

We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be changed later, but a value is required for most authentication scenarios.

Web ▼

http://localhost:8000/about.php ✓

### 1. Copy the **Client ID** and **Tenant ID**

#### ^ Essentials

Display name : [xBit Office 365 E-mail sending](#)

Application (client) ID :

Object ID :

Directory (tenant) ID :



Supported account types : [Multiple organizations](#)

1. Go to **API Permissions** and click **Add a permission**

2. Select **Microsoft Graph** and **Delegated permissions**

< All APIs



Microsoft Graph

<https://graph.microsoft.com/> [Docs](#)

What type of permissions does your application require?

Delegated permissions

Your application needs to access the API as the signed-in user.

Application permissions

Your application runs as a background service or daemon without a signed-in user.

1. From **OpenID** select "email" and "offline\_access"

## Permission

### OpenId permissions (2)

- ☒ email ⓘ  
View users' email address
- ☒ offline\_access ⓘ  
Maintain access to data you have given it access to
- ☐ openid ⓘ  
Sign users in
- ☐ profile ⓘ  
View users' basic profile

1. From **SMTP** select "SMTP.Send"

### SMTP (1)

- ☒ SMTP.Send ⓘ  
Send emails from mailboxes using SMTP AUTH.

1. Click **Add permissions**

It should save and show the following:



## API / Permissions name

Microsoft Graph (4)

email

offline\_access

SMTP.Send

User.Read

1. Go to **Certificates and secrets** and click on **New Client Secret**
2. Set name and expiration date
3. Save and copy the content of the Value column

+ New client secret

Description	Expires	Value ⓘ	Secret ID
xBit Office365 Client	3/26/2025		

## Configuring in xBit

1. Go to **Admin > About/Settings**
2. Go to the **E-Mail** tab
3. Select **Enable SMTP** and type **Office 365**
4. Complete **ClientId**, **Secret**, and **TenantId**

ENABLE SMTP	<input checked="" type="radio"/> Yes <input type="radio"/> No
E-MAIL TYPE	Office 365▼
CLIENT ID	.....
SECRET	.....
TENANT ID	f8cdef31-a31e-4b4a-93e4-5f571e91255a
Test SMTP Settings	Submit SMTP Settings

5. Click **Submit SMTP Settings**

General	Captcha	Database / Updates	E-MAIL	Active Directory	License Info	EULA
ENABLE SMTP				<input checked="" type="radio"/> Yes <input type="radio"/> No		
E-MAIL TYPE				Gmail		
CLIENT ID						
SECRET						
Test SMTP Settings				Submit SMTP Settings		

6. Authorize Office 365

# Azure ACS Configuration

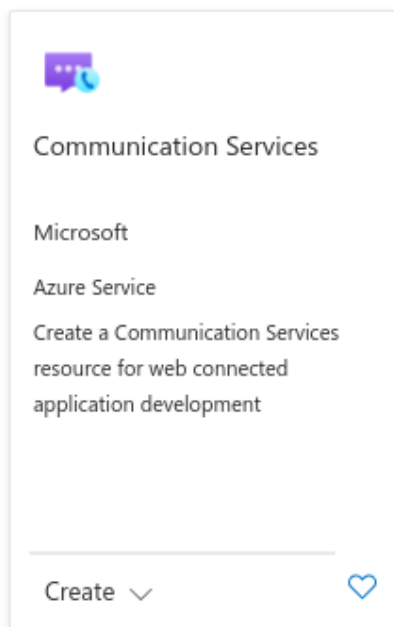
Go to <https://portal.azure.com/>

Click Create Resource

## Azure services



Select Azure Communication Service



Complete Fields

# Create resource ...

Communication Service

**Basics**   Tags   Review + Create

Communication Services provides robust IP communication capabilities like video and voice calling, chat, as well as PSTN capabilities like calling, SMS messaging, and phone number provisioning.

## Project Details

Select the subscription to manage deployed resources and costs.

Subscription *	<div>Azure subscription 1</div>
Resource group *	<div>xBit</div>

[Create new](#)

## Instance Details

Resource Name *	<div>xBit</div>
Data location * ⓘ	<div>United States</div>

Click Create

# Create resource ...

Communication Service

- Basics
- Tags
- Review + Create

## Basics

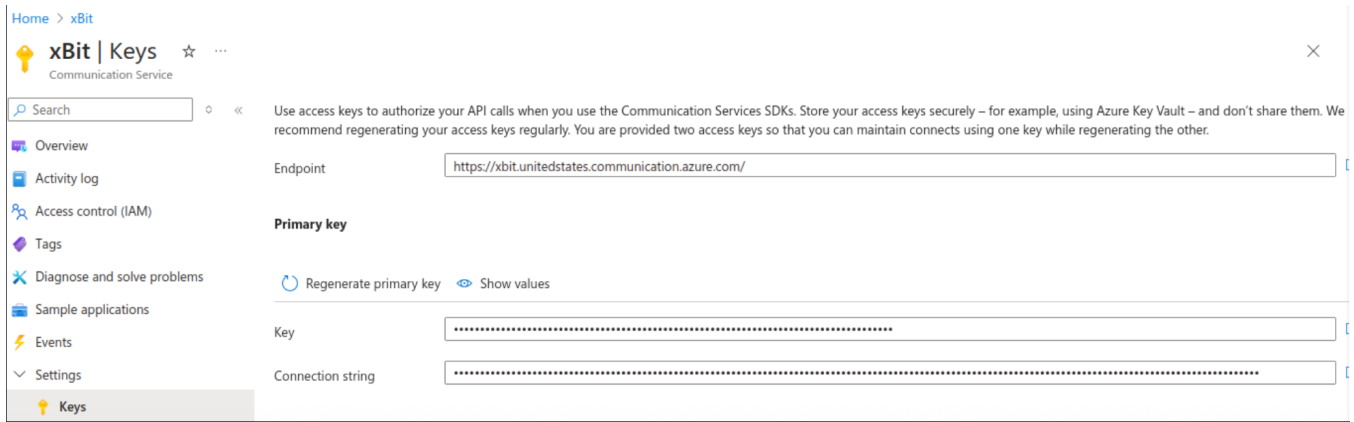
Subscription	Azure subscription 1
Resource group	xBit
Resource Name	xBit
Data location	United States

Create

Previous

Next >

Open the Azure Communication Service Resource and Go to Keys

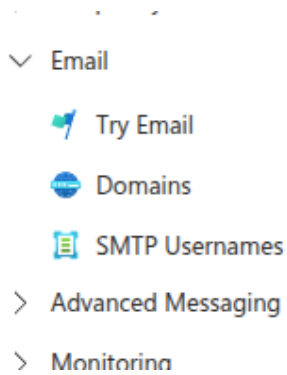


## Copy the Primary Key

From the endpoint extract the resource name. The Resource name is the text between `https://` and `.communication.azure.com` in the example above it would be `xbit.unitedstates`

Link the domain.

In the left menu go to email, domains



If there is no domain connected, you need to connect a new one. Click Connect domain.



### Connect your email domains

You can connect your verified domain from your Email services resource to send, manage, and track your emails.

[Learn more about connecting your emails domains to a Communication Service resource](#)

[Connect domain](#)

Haven't provisioned any domains? Let's get started [🔗](#)

Select Group, Email Service and Domain (If the Email service doesn't have a domain configured, you need to [add one](#) )

Verified Domain: \*

Select a domain ▼


[Add a verified domain](#)

**❗** You need to add a verified domain in the same data location as this resource in order to proceed. [Learn more](#)

## Connect email domains




You can select which email domain you'd like to connect your Azure Communication Services resource to below.

 Only verified domains will appear for selection. Please check your Email Services resource to see which domains have been verified. [Learn about verified domains](#)

Subscription: *	<div>Azure subscription 1</div>
Resource Group: *	<div>Select existing item...</div>
Email Service: *	<div>Select an Email Service</div>
Verified Domain: *	<div>Select a domain</div>

### Preview


 No domains available for preview.

Copy the MailFrom part. That will be the `AZURE 'FROM' ADDRESS` in xBit



# Connect email domains



 Only verified domains will appear for selection. Please check your Email Services resource to see which domains have been verified. [Learn about verified domains](#)

Subscription: \*

Azure subscription 1



Resource Group: \*

[Redacted]

Email Service: \*

[Redacted]

Verified Domain: \*

[Redacted]

## Preview

### 1. a573002a-e870-4808-b29a-60f06fc3d726.azurecomm.net

From : donotreply@a573002a-e870-4808-b29a-[Redacted]azurecomm.net

Mail from : donotreply@[Redacted]azurecomm.net

To : johnadams@mail.com

Subject : Hello World!

SPF : PASS with IP X.X.X.X

DKIM : PASS with domain [Redacted]azurecomm.net

Cancel

Connect

Click connect

Use the resource name, access key and the valid e-mail address in xBit's settings page.

GeneralEvidence ReviewsCaptchaDatabase / UpdatesE-MAIL / SMTPActive DirectoryLicense InfoEULA

ENABLE SMTP

E-MAIL TYPE

SMTPGmailOffice 365Microsoft OutlookAzure Communication Services

AZURE 'FROM' ADDRESS

DoNotReply@c.azurecomm.net

ACS RESOURCE NAME

xbjrce.unitedstates

ACS KEY

\*\*\*\*\*

Test SMTP Settings

Submit SMTP Settings

Notifications:

Notify on Evidence Assignment

Notify on Reviewer Request

Notify on Review Start

Notify on Submitted Request from External Users

## Configuring Email Communication Service

Click Create Resource

Select Email Communication Service

Complete the fields

# Create resource ...

- Basics
- Tags
- Review + create

Communication Email Services simplifies the integration of email capabilities to your applications, supporting transactional bookkeeping, simple surveys, and marketing emails.

## Project details

Select the subscription to manage deployed resources and costs. Use resource groups like folders to organize and manage all your resources.

Subscription \* ⓘ

Azure subscription 1

Resource group \* ⓘ

Create new

## Instance details

Name \*

Region

Global

*i* This resource is a global resource that works across Azure regions.

Data location ⓘ

United States

- Click Review+Create
- Click Create
- Once deployed, go to the resource
- Add the domain if needed

# Request Submission Manager

## Request Submission Manager

This section has a video available. [Click here to view. \(https://www.youtube.com/embed/5tONmWQJrNs\)](https://www.youtube.com/embed/5tONmWQJrNs)

# USSS Stats



xBit makes it EASY to enter your USSS stats and upload your results to the US Secret Service's Forensic Partner Reporting (FPR) tool.

The USSS Feature is only available to those who enable USSS stats in their settings. To enable in the menu go to **Admin > About / Settings** and then in the **General** tab select **Yes** for the **Enable USSS Fields** setting.

## Adding a New Case

This section has a video available. [Click here to view. \(https://www.youtube.com/embed/j9CluVWCLx0\)](https://www.youtube.com/embed/j9CluVWCLx0)

**Requester**

Title

Enter Title...

Full Name

Enter Full Name...

Agency \*

Please Choose

Department

Enter Department...

Address

Enter Address...

Cell Phone Number

Enter Cell Phone Number...

Email Address

Enter Email Address...

Badge Number

Enter Badge Number...

Barcode \*

Create New

Scan Existing

**Offense Information**

Case Type \*

Please Choose

Offense Date

Enter Offense Date...

Address of Offense

Enter Address of Offense...

Date Charges Filed

Enter Date Charges Filed...

Court Date

Enter Court Date...

ICAC

☐ No ☐ Yes

Full Name

Enter Full Name...

Address

Enter Address...

Email Address

Enter Email Address...

Phone Number

Enter Phone Number...

DOB

Enter DOB...

**USSS FPR Required Fields**

Subject First Name

Enter Subject First Name...

Subject Last Name

Enter Subject Last Name...

Agency

City of offense

Enter City of offense...

State of offense

USSS Case Type

USSS Case Summary

Enter USSS Case Summary...

Exam Start Date

02/21/2023

Exam End Date

Enter Exam End Date...

xBit simplifies entering the required USSS stats when creating a new case and will auto-fill most of the information. On the **New Case** page you will see a section in the center column that groups all the USSS FPR Required Fields. This makes it easy for you to fill out this information and will auto-fill information the Subject name you filled out above, the agency from the Requester's Agency, and the exam start date to today's date. When you fill out a new case, you should have all USSS fields entered besides the Exam End Date.

The city and state of offense fields should be automatically populated by the city and state of the requester's agency. If these fields aren't populated for the agency, the user will be prompted to edit the agency in the agency manager.

You have the option to auto-generate a summary of your case. xBit will create a basic description of your case based on the case information you entered so far that you are free to further edit.

It will also autofill the USSS Case Type if you have linked it to your xBit Case Type. Your internal xBit case types may not exactly match the US Secret Service case types. In this case we are going to set the USSS Case type to General Fraud for our internal Fraud Case Type. If you want to link case types so that it automatically selects General Fraud for all future Fraud cases, click this button below.

You can change any of this data as you need to such as if the offense didn't happen in the same city as your agency. xBit is doing its best to simplify your data entry, but you can change any of the automated changes. Every FPR field except Exam End Date should be simple enough to fill out and you can go ahead and submit the case when you fill out the rest of your data.

Ensuring all FPR Fields are Entered

This section has a video available. [Click here to view.](https://www.youtube.com/embed/NsiquGK6Wj0) (https://www.youtube.com/embed/NsiquGK6Wj0)

Case Dashboard : KH-125

Case Report

ACTIVE

New

Dashboard

Status

Case Overview

Uploads

USSS Stats - INCOMPLETE

USSS FPR Required Fields

Download Report

SUBJECT FIRST NAME

Enter Subject First Name...

SUBJECT LAST NAME

Enter Subject Last Name...

CITY OF OFFENSE

Enter City of offense...

STATE OF OFFENSE

Connecticut

TEEL PD

City missing

Update Agency

CASE TYPE

Narcotics

EXAM START DATE

02/13/2023

EXAM END DATE

02/20/2023

USSS CASE TYPE

Drugs

USSS CASE SUMMARY

Enter USSS Case Summary...

Populate Summary

After creating your case, you will see there is a new tab called the USSS Stats. It will display all the data you previously entered and highlight missing data.

Once you enter USSS Stats for evidence, you will see it listed below.

While entering new evidence, click **Show USSS Fields** in the center column to display USSS fields.

## Device Information

Evidence Type ★

Camera

Show USSS Fields ▾

Volume ?

Scale

Please Select

Encrypted

☐ Yes ☐ No

Decrypted

☐ Yes ☐ No

## Hashcat Used to Decrypt?

☐ Yes ☐ No

### Passware Used to Decrypt?

☐ Yes ☐ No

## Password Locked

☐ Yes ☐ No

Password Unlocked

☐ Yes ☐ No

## Unlock Services

Please Select

Once you submit the evidence, you will see a new section on the evidence page in the **Evidence & Device Information** tab for USSS Stats. Any of the fields you filled out previously will appear here.

New
Cases
Evidence

02/08/2022

COMPLETED BY N/A

Dashboard
Evidence & Device Information
Forensic Tools
Chain of Custody

Requests
Devices
Assets
Stats
Admin

Scan
nolan.tracy@teeltech.com
?
Logout

Device Information – Mobile Phone

Edit

MAKE	Apple	AIRPLANE MODE STATUS	Yes
MODEL	IPhone 10	BLUETOOTH	Unknown
PHONE NUMBER	561-561-5611		
SERIAL NUMBER ?	jkhfadshf873jhksdfa		
PHYSICAL CONDITION ?	broken screen		
STORAGE LOCATION ?	cell phone charging locker		
UDID ?	zxvcxcvbnvnbjjsgdjdsghshgshg		

USSS Stats

Add Edit

VOLUME ?	64	EVIDENCE TYPE	CD/DVD
SCALE	GB	VOLUME ?	64
ENCRYPTED	Yes	SCALE	GB
DECRYPTED	No		
HASHCAT USED TO DECRYPT?	Yes		
PASSWARE USED TO DECRYPT?	Yes		
PASSWORD LOCKED	Yes		
PASSWORD UNLOCKED	Yes		
UNLOCK SERVICES	Locally Unlocked		

You can add relevant devices such as an SD Card found inside a camera. You can remove them if you need to.

USSS Stats

Add Edit

VOLUME ?	64	EVIDENCE TYPE	Micro SD Card
SCALE	GB	VOLUME ?	2
ENCRYPTED	Yes	SCALE	GB
DECRYPTED	No	ENCRYPTED	No
HASHCAT USED TO DECRYPT?	Yes		
PASSWARE USED TO DECRYPT?	Yes		
PASSWORD LOCKED	Yes		
PASSWORD UNLOCKED	Yes		
UNLOCK SERVICES	Locally Unlocked		

One way that xBit is able to assist with your reporting needs is the ability to have your reports uploaded to the US Secret Service Forensic Partner Reporting to be accepted every single time.

Reports

CPU's

ETech

Loose Drives

Storage Media

Cloud

Other

Choose User

Kent Hoffman

Exam End Date - Choose Month

February 2023

Refresh

Download

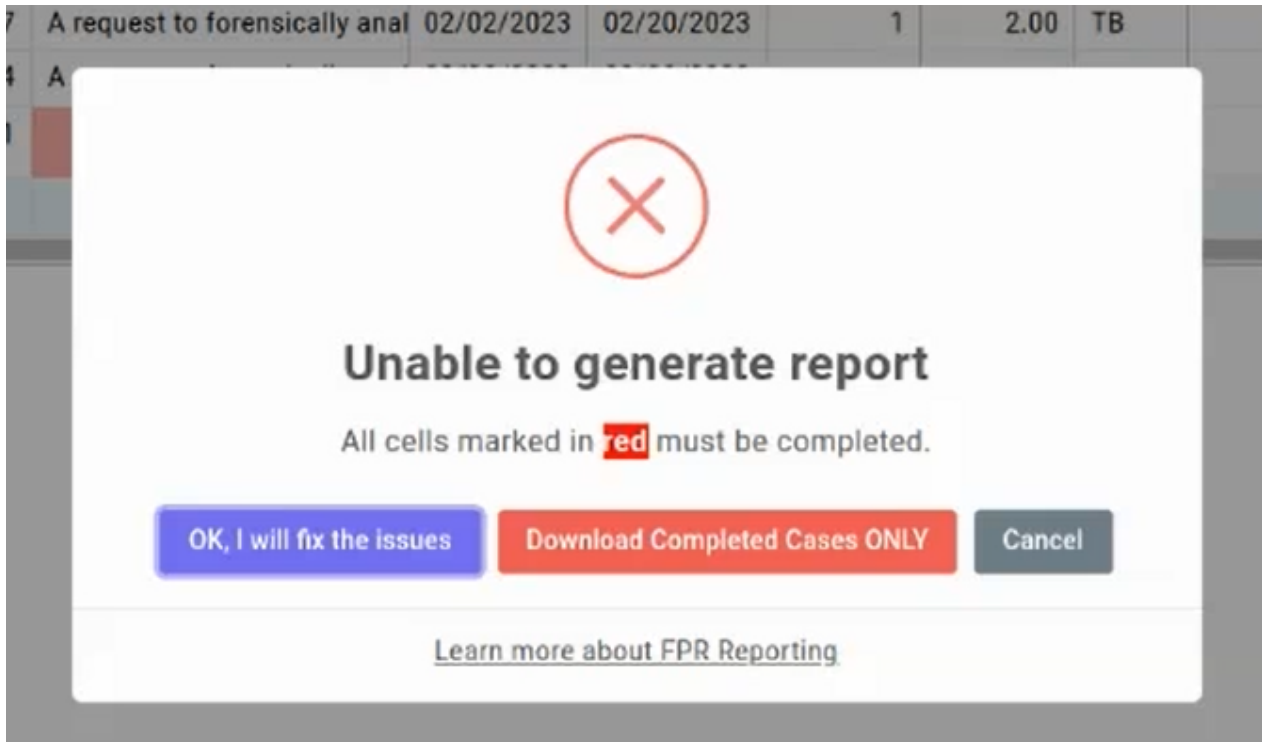
Report Count	Subject Last Name	Subject First Name	City Of Offense	State Of Offense	Case Number	Case Type	Case Type Num	Case Summary	Exam Start Date	Exam End Date	CPU's Total Devices Examined	CPU's Volume Examined	CPU's Scale	ETech Total Devices Examined	ETech Volume Examined	ETech Scale	Loose Drives Total Devices Examined	Loose Drives Volume Examined	Loose Drives Scale	Storage Media Total Devices Examined	Storage Media Volume Examined	Storage Media Scale
1	Bob	Billy	Norwalk	CT	KH-123	Theft / Larceny	866.856	A request to forensically anal	02/19/2023	02/20/2023	-	-	-	-	-	-	-	-	-	-	-	-
2	Bob	Jilly	Norwalk	CT	KH-234	Arson	866.857	A request to forensically anal	02/02/2023	02/20/2023	1	2.00	TB	-	-	-	-	-	-	-	-	-
3	Bob	Billy	Norwalk	CT	KH-124	Homicide	866.874	A request to forensically anal	02/08/2023	02/20/2023	-	-	-	1	64.00	MB	-	-	-	-	-	-
4	Bob	Billy	Fairfield	CT	KH-125	Drugs	866.841	A request to forensically anal	02/13/2023	02/20/2023	-	-	-	-	-	-	1	2.00	TB	-	-	-
TOTALS											1	2.00	TB	1	64.00	MB	1	2.00	TB	-	-	-

To download your USSS stats, go to **Stats > USSS Stats**, set the month and user that you want stats for, and click download. You should see a Microsoft Excel file in your downloads.

Please note that you will only see evidence items on this page that have been assigned to the user you selected. To set the assigned user, go to the evidence page and select a user on the **Assigned To** dropdown.

One of the biggest obstacles to uploading your report this way is that if any required fields are missing, then the entire report will be rejected. We made it incredibly simple to make sure that new cases have all these fields, but it is very common for examiners not to fill out these fields or for legacy xBit systems to not have these fields filled out.





The way we do that is we alert the user to any fields that may be missing for that particular case when they go to download their report. If there are fields missing, the user is prompted to fill in the missing fields.

Reports										Choose User		Exam End Date - Choose Month		Refresh	Download							
CPUsETechLoose DrivesStorage MediaCloudOther										Kent Hoffman		February 2023										
Report Count	Subject Last Name	Subject First Name	City Of Offense	State Of Offense	Case Number	Case Type	Case Type Num	Case Summary	Exam Start Date	Exam End Date	CPUs Total Devices Examined	CPUs Volume Examined	CPUs Scale	ETech Total Devices Examined	ETech Volume Examined	ETech Scale	Loose Drives Total Devices Examined	Loose Drives Volume Examined	Loose Drives Scale	Storage Media Total Devices Examined	Storage Media Volume Examined	Storage Media Scale
1	Bob	Billy	Norwalk	CT	KH-123	Theft / Larceny	866.856	A request to forensically anal	02/19/2023	02/20/2023												
2	Bob	Jilly	Norwalk	CT	KH-234	Arson	866.857	A request to forensically anal	02/02/2023	02/20/2023	1	2.00	TB									
3	Bob	Billy	Norwalk	CT	KH-124	Homicide	866.874	A request to forensically anal	02/08/2023	02/20/2023				1	64.00	MB						
4	Fix			CT	KH-125	Drugs	866.841		02/13/2023	02/20/2023							1	2.00	TB			
TOTALS											1	2.00	TB	1	64.00	MB	1	2.00	TB			

Clicking **Fix** will bring you to the case page where there is a new tab for USSS Stats. Where you can fill in any missing data.

Case Dashboard : KH-125
Case Report
ACTIVE
New
Dashboard
Status

Case Overview
Uploads
USSS Stats - INCOMPLETE

USSS FPR Required Fields
Download Report

SUBJECT FIRST NAME
SUBJECT LAST NAME

Enter Subject First Name...
Enter Subject Last Name...

CASE TYPE
Narcotics

EXAM START DATE
02/13/2023

EXAM END DATE
02/20/2023

CITY OF OFFENSE
STATE OF OFFENSE

Enter City of offense...
Connecticut

USSS CASE TYPE
Drugs

USSS CASE SUMMARY
Enter USSS Case Summary...
Populate Summary

Teel PD
City missing
Update Agency

It is possible that a user will forget to add the Exam End Date. To see any cases that may be missing this date, you can go into **Admin > USSS Stats** and set the Exam **End Date Filter** to **Empty**.

USSS Stats

Reports
CPUs
ETech
Loose Drives
Storage Media
Chart
Other

Choose User
Kent Hoffman

Exam End Date - Choose Month
Exam End Date - empty

Refresh
Download

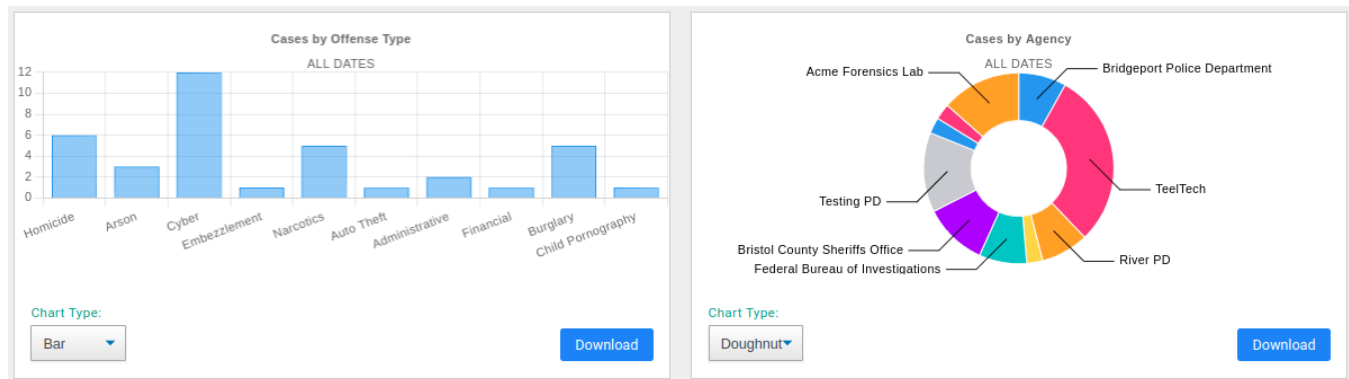
Report Count	Subject Last Name	Subject First Name	City Of Offense	State Of Offense	Case Number	Case Type	Case Type Num	Case Summary	Exam Start Date	Exam End Date	CPUs Total Devices Examined	CPUs Volume Examined	CPUs Scale	ETech Total Devices Examined	ETech Volume Examined	ETech Scale	Loose Drives Total Devices Examined	Loose Drives Volume Examined	Loose Drives Scale	Storage Media Total Devices Examined	Storage Media Volume Examined	Storage Media Scale
1	Bob	Billy	Norwalk	CT	KH123	Theft / Larceny	866.856	A request to forensically anal	02/19/2023													
										TOTALS												

## Exporting Results to FPR

This section has a video available. [Click here to view. \(https://www.youtube.com/embed/K9T-umG5u-M\)](https://www.youtube.com/embed/K9T-umG5u-M)

# Case and Evidence Stats

## Case / Evidence Stats Redesign



View your case stats and evidence stats to get the insights you need.

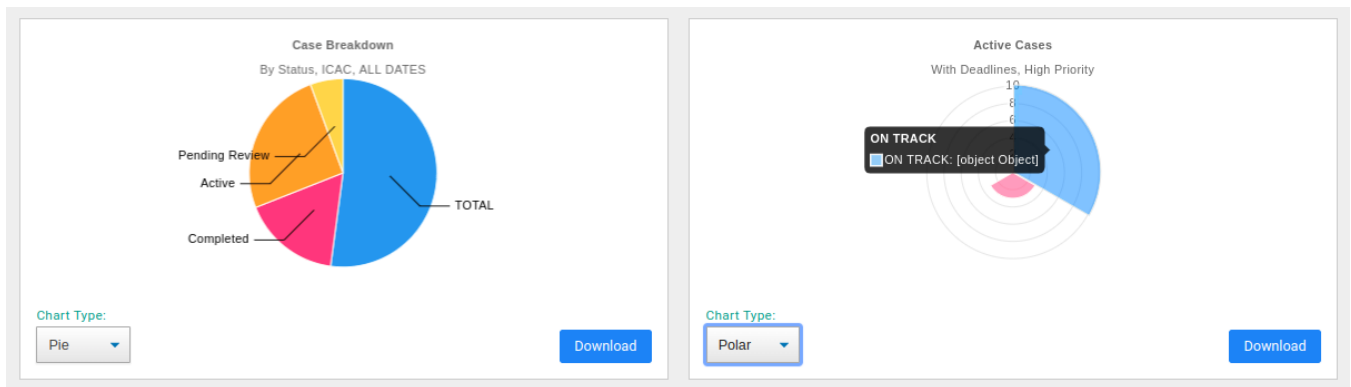
For cases, we offer:

- Cases By Offence Type
- Cases By Agency
- Case Breakdown (By Status)
- Active Cases

For evidence, we offer:

- Agency Breakdown
- Forensic Software
- Completed Evidence by Assigned to
- Active Evidence By Assigned To
- Evidence Type
- Operating System
- Legal Order Type
- Advanced Methods

You have the options between pie charts, bar charts, polar charts, and more.



Use filters to refine the results. You can sort results by date, agency, and user.

From	To	Agency	User	
01/01/2021	06/23/2023	All Agencies	All Users	Search

## Other Features

# Barcodes

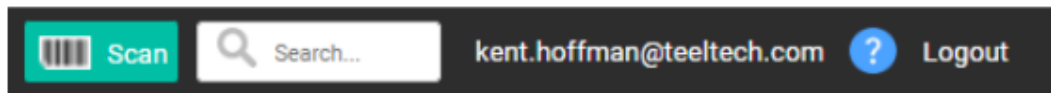
## Barcodes



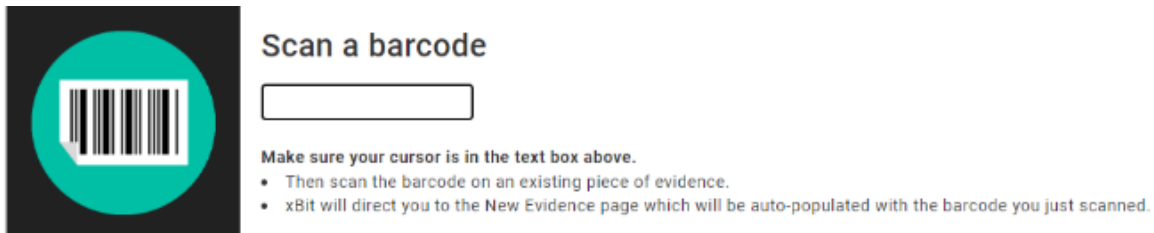
Evidence Intake		Edit	
CASE ID	KH-2022-011	LEGAL ORDER DATE	05/03/2022
PRIORITY	None	BARCODE	
LEGAL ORDER TYPE	Administrative		

xBit now supports barcodes. Out of the box, xBit has barcodes on the Evidence Intake form and the Case Information form. You are able to enter a barcode manually, scan an existing barcode into the field, or generate a new barcode. The barcode type can be set in settings.

To search for an existing item by the barcode, click the scan button in the navigation bar.



Then scan a barcode for the item you need. It will bring up the evidence or case if it exists. If a barcode doesn't exist, it will bring up a new evidence page where you can fill out the rest of the evidence information.



### Scan a barcode

Make sure your cursor is in the text box above.

- Then scan the barcode on an existing piece of evidence.
- xBit will direct you to the New Evidence page which will be auto-populated with the barcode you just scanned.

admin@xbitdcm.com

First Name:	Javier
Last Name:	Loffredo
Email:	<u>admin@xbitdcm.com</u>
Phone:	N/A
Role:	Admin
Agency:	Test Agency

Edit My ProfileChange PasswordGenerate Recovery Codes

You can now use a recovery code for the case that you lose access to your account or forget your password. On the user profile page, click Generate Recovery Codes and you will get 20 codes.

On login, you will have the option to use a recovery code. Keep your recovery codes in a safe place! Each code can only be used once.

# Security



# SOC II Compliance

## xBit Digital Case Management is Now SOC 2 Compliant

We're excited to share a significant milestone in our journey at xBit Digital Case Management: we are officially SOC 2 compliant!

This achievement reflects our commitment to safeguarding customer data and ensuring that the security, availability, and confidentiality of our systems are built on a strong foundation. In today's digital landscape, where cybersecurity threats are ever-increasing, we believe it's critical to invest early in a robust security posture—and SOC 2 is a key part of that investment.

### What is SOC 2 & Why It Matters

SOC 2 (Service Organization Control 2) is a security framework developed by the American Institute of Certified Public Accountants (AICPA). A SOC 2 audit evaluates an organization's policies, procedures, and controls to ensure they're designed and operating effectively to manage customer data securely.

A SOC 2 report not only confirms that proper controls are in place—it's a public signal of trust. It shows our customers, partners, and stakeholders that protecting their data is not just a promise—it's something we've validated through rigorous third-party assessment.

### Why We Pursued SOC 2 Now

At this stage of xBit's growth, we knew it was the right time to pursue SOC 2 compliance. As our platform continues to evolve, so does the responsibility to protect the sensitive data that flows through our system. Earning SOC 2 compliance is not only a proactive move toward reducing security risks but also a reflection of our dedication to transparency and customer trust.

We view SOC 2 as more than a checkbox—it's a long-term commitment. That's why we're planning to renew our SOC 2 report annually, ensuring our controls continue to meet the highest standards over time.

### Our Journey to SOC 2 Compliance

Achieving SOC 2 compliance was no small feat, but thanks to the right partners and a focused internal team, we streamlined the process and hit our goals with speed and precision.

### Partnering with Vanta

To help us automate and manage the compliance process, we partnered with Vanta, the leader in trust management and security automation. Vanta integrated with our key systems, guided us through the policy implementation process, and ensured we were audit-ready in a matter of weeks. Their platform gave us the foundation we needed to build and maintain strong security practices.

## Working with Advantage Partners

For the audit itself, we partnered with Advantage Partners, who brought deep expertise and a collaborative approach to the table. They supported us throughout the readiness and audit phases, making what could have been a daunting task feel manageable and smooth. After assessing our controls, Advantage Partners issued our official SOC 2 Type II report.

## Timeline and Lessons Learned

Preparing for SOC 2 requires planning, coordination, and commitment—but it's entirely achievable with the right focus. For us, the most time-intensive phase was the initial readiness work, but by prioritizing compliance and using tools like Vanta, we were able to accelerate that timeline significantly.

We worked closely with Advantage Partners to align on our audit timeline, set clear milestones, and work backwards from our target date. Now that our systems and policies are in place, we're confident that future audits will be even more seamless.

## What's Next?

While achieving SOC 2 compliance is a big milestone, it's just one part of our ongoing mission to build a secure, trustworthy digital case management platform. Our next steps include continuing to enhance our security infrastructure, iterating on our internal processes, and renewing our SOC 2 compliance annually.

At xBit Digital Case Management, we take trust seriously. This achievement is proof of that commitment—and we're just getting started.

Please use the following link to supply intel regarding a potential breach.

<https://forms.gle/kj3JsUQQVDrUAsZ19> (<https://forms.gle/kj3JsUQQVDrUAsZ19>)

# Security and Privacy

## Security and privacy at xBit

Security is at the heart of what we do—helping our customers improve their security and compliance posture starts with our own.

xBit's Security and Privacy team establishes policies and controls, monitors compliance with those controls, and proves our security and compliance to third-party auditors.

Our policies are based on the following foundational principles:

1. Access should be limited to only those with a legitimate business need and granted based on the principle of least privilege.
2. Security controls should be implemented and layered according to the principle of defense-in-depth.
3. Security controls should be applied consistently across all areas of the enterprise.
4. The implementation of controls should be iterative, continuously maturing across the dimensions of improved effectiveness, increased auditability, and decreased friction.

## Data Protection

### Data at rest

All datastores with customer data, in addition to S3 buckets, are encrypted at rest. Sensitive collections and tables also use row-level encryption.

This means the data is encrypted even before it hits the database so that neither physical access, nor logical access to the database, is enough to read the most sensitive information.

### Data in transit

xBit uses TLS 1.2 or higher everywhere data is transmitted over potentially insecure networks. We also use features such as HSTS (HTTP Strict Transport Security) to maximize the security of our data in transit. Server TLS keys and certificates are managed by AWS and deployed via Application Load Balancers.

### Secret management

Encryption keys are managed via AWS Key Management System (KMS). KMS stores key material in Hardware Security Modules (HSMs), which prevents direct access by any individuals, including employees of Amazon and xBit. The keys stored in HSMs are used for encryption and decryption via Amazon's KMS APIs.

Application secrets are encrypted and stored securely via AWS Secrets Manager and Parameter Store, and access to these values is strictly limited.

## Penetration testing

xBit engages with one of the best penetration testing consulting firms in the industry at least annually.

All areas of the xBit product and cloud infrastructure are in-scope for these assessments, and source code is fully available to the testers in order to maximize the effectiveness and coverage.

We make summary penetration test reports available via our [Trust Report \(https://trustreport.xbitdcm.com/\)](https://trustreport.xbitdcm.com/) .

## Vulnerability scanning

xBit requires vulnerability scanning at key stages of our Secure Development Lifecycle (SDLC):

- Static analysis (SAST) testing of code during pull requests and on an ongoing basis
- Software composition analysis (SCA) to identify known vulnerabilities in our software supply chain
- Malicious dependency scanning to prevent the introduction of malware into our software supply chain
- Dynamic analysis (DAST) of running applications
- Network vulnerability scanning on a period basis
- External attack surface management (EASM) continuously running to discover new external-facing assets

## Enterprise security

### Endpoint protection

All corporate devices are centrally managed and are equipped with mobile device management software and anti-malware protection. Endpoint security alerts are monitored with 24/7/365 coverage. We use MDM software to enforce secure configuration of endpoints, such as disk encryption, screen lock configuration, and software updates.

### Secure remote access

xBit secures remote access to internal resources using AWS VPN, that is an industry standard solution used by thousands of companies over the world.

### Security education

xBit provides comprehensive security training to all employees upon onboarding and annually through educational modules within xBit's own platform. In addition, all new employees attend a mandatory live onboarding session centered around key security principles. All new engineers also attend a mandatory live onboarding session focused on secure coding principles and practices.

xBit's security team shares regular threat briefings with employees to inform them of important security and safety-related updates that require special attention or action.

### Identity and access management

xBit uses Google Workspaces to secure our identity and access management.

xBit employees are granted access to applications based on their role, and automatically deprovisioned upon termination of their employment. Further access must be approved according to the policies set for each application.

## Vendor security

xBit uses a risk-based approach to vendor security. Factors which influence the inherent risk rating of a vendor include:

- Access to customer and corporate data
- Integration with production environments
- Potential damage to the xBit brand

Once the inherent risk rating has been determined, the security of the vendor is evaluated in order to determine a residual risk rating and an approval decision for the vendor.

## Data privacy

At xBit, data privacy is a first-class priority—we strive to be trustworthy stewards of all sensitive data.

## Regulatory compliance

xBit evaluates updates to regulatory and emerging frameworks continuously to evolve our program.

## Privacy Policy

View xBit's [Privacy Policy](#)

## Looking to report a security concern?

Please visit our [Whistleblower Channel](#).

# Privacy Statement

**Effective Date:** July 1, 2023

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## Introduction

Teel Technologies focuses on total lab establishment, training at all skill levels, and applying our extensive experience and expertise in service offerings. This allows us to provide a comprehensive approach tailored to client requirements.

Our commitment to integrity and quality ensures our customers receive the best service and support in the industry.

We understand that you value your privacy. This Privacy Notice describes Teel Technologies' policies and practices regarding the collection and use of your personal data, and sets forth your privacy rights. Because privacy is an ongoing responsibility, we may update this Notice as we adopt new practices or policies.

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## Data Protection Officer

### **Headquarters:**

Teel Technologies  
22 Knight St, Norwalk, CT 06851, USA

**Contact:**

Email: [support@xbitdcm.com](mailto:support@xbitdcm.com)

If you have questions or wish to exercise your privacy rights, please contact Teel Technologies' Data Protection Officer at the address or email above.

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## How We Collect and Use Your Personal Information

Teel Technologies collects personal information from website visitors and customers. This generally includes:

- Name
- Job title
- Employer name
- Work address
- Work email
- Work phone number

We use this information to provide services to prospects and customers.

We do **not** sell personal information. We only share it with third parties who help deliver our services. Occasionally, we may receive personal data from third parties (e.g., LinkedIn, industry contacts).

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## Use of the TeelTechnologies.com Website

Like most websites, our site automatically collects certain information and stores it in log files, including:

- IP address
- Region or general location of access
- Browser type
- Operating system
- Pages viewed and usage history

We use this information to design a better user experience, diagnose server problems, administer our site, and analyze trends. This data helps us provide relevant services and allocate resources appropriately.

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## Cookies and Tracking Technologies

Teel Technologies provides a detailed **[Cookie Notice]** that explains the cookies and tracking technologies we use, and how you can accept or reject them.

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## Sharing Information with Third Parties

Personal information collected by Teel Technologies may be stored in databases hosted in the United States. Third parties do not use your information beyond storage and retrieval.

We may also engage vendors to send you product, service, or event information. Other limited disclosures may occur when:

1. You request or authorize it.
2. It relates to Teel Technologies-hosted or co-sponsored events.
3. Required by law (e.g., subpoenas, court orders).
4. Necessary to protect rights, property, or safety.
5. Performed by agents, vendors, or service providers.
6. Required in emergencies or acts of God.
7. Needed to resolve disputes or enforce agreements.

We may also share aggregated, non-identifiable data with partners for analysis and marketing.

If you share Teel Technologies content through third-party platforms (e.g., Facebook, LinkedIn, Twitter), their privacy policies apply.

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## Transferring Personal Data to the US

Teel Technologies processes personal data in the United States. By using our services, you acknowledge this transfer.

While the US does not have an EU “adequacy” finding, we safeguard data through:

- Standard data protection clauses
- Vendor data processing agreements
- Enhanced safeguards per EU guidance

We also collect data with consent, to perform contracts, or to fulfill legitimate business interests that do not override your rights.

**Note:** Teel Technologies has never received a government request for customer data.

For questions: [privacy@teeltechnologies.com](mailto:privacy@teeltechnologies.com)

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## Data Subject Rights

Under the GDPR and other privacy laws, you may exercise rights such as:

- Right to be informed

- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object
- Rights related to automated decision-making and profiling

You may request details on processing, recipients, data sources, and retention periods. You may also request corrections, erasure, or restrictions, subject to lawful exceptions.

Reasonable access to your data is provided free of charge. If access is delayed or denied, we will explain why.

**Complaints:**

- Email: [support@xbitdcm.com](mailto:support@xbitdcm.com)

- EU residents: Contact the European Data Protection Supervisor or your national authority.

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## Data Storage and Retention

Your personal data is stored on Teel Technologies servers and cloud-based databases in the US.

- **Customer data:** Retained for the business relationship duration and a reasonable period thereafter for analysis and archiving.
- **Prospect data:** Retained only while it has business value, then securely deleted.
- **Deletion requests:** Data subjects (or authorized agents) may request deletion of personal data.

For more details, contact [support@xbitdcm.com](mailto:support@xbitdcm.com).

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## Children's Data

We do not knowingly collect personal information from children.

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## Questions, Concerns, or Complaints

If you have any questions, concerns, or wish to exercise your rights, please contact:

**Teel Technologies**

22 Knight St, Norwalk, CT 06851

Email: [support@xbitdcm.com](mailto:support@xbitdcm.com)